

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

JANUARY 24, 1984

SUBJECT: MISCELLANEOUS MANUAL AMENDMENT

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. **TREATMENT AND TRANSPORTATION OF ILL OR INJURED PERSONS BY LOS ANGELES FIRE DEPARTMENT PERSONNEL.** This Order outlines procedures to follow when a conflict arises between Department and Los Angeles Fire Department personnel over the treatment or transportation of an ill or injured person.

When a conflict arises between Department personnel and Los Angeles Fire Department paramedics regarding the treatment or transportation of an ill or injured person, an Emergency Medical Service (EMS) supervisor and a Department supervisor shall be requested via police radio.

The supervisors shall determine the course of action to be taken, taking into account that Los Angeles Fire Department personnel have the authority to make the final determination whether or not to treat or transport an ill or injured person.

Note: EMS supervisors are deployed 24-hours a day, City-wide.

Officers shall obtain the serialized number of the Los Angeles Fire Department Rescue Report, Form 902M, from the ambulance paramedics and record this serialized number on the Daily Field Activities Report, Form 15.52. If the Form 902M is not retained by another entity, a copy shall be attached to and remain with the Daily Field Activities Report.

The name of the EMS supervisor and unit designation shall be recorded on the officers' Daily Field Activities Report and the concerned supervisor's Sergeant's Daily Report, Form 15.48.

AMENDMENTS: This Order amends Section 4/210.23, and adds Section 4/210.24 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of each operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- II. **DISPATCHING UNITS ON CODE SIX.** Special Order No. 2, 1983, established procedures for the reassigning of field units assigned low priority radio calls to higher priority calls utilizing the retone function. This Order expands this procedure to include field units on Code Six status.

A. **Communications Division—Responsibilities.** Field units assigned to low priority calls for service, as well as units on Code Six status, shall be considered available for redeployment to high priority calls.

B. **Field Units—Responsibilities.** Field units on Code Six status shall remain available for reassignment to priority calls by monitoring their radio frequencies via the ROVER system. A unit on Code Six status may indicate to the dispatcher additional circumstances which will make the unit unavailable for assignment to a high priority call.

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These circumstances may include:

- * Suspect in custody;
- * Primary unit at a crime scene; or,
- * Required at a back up, assistance, or help location.

AMENDMENTS: This Order amends Sections 4/120.40 and 4/120.70 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Communications Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

III. RAPE REPORTS—TELETYPE BROADCAST REQUIREMENTS. A review of teletype broadcast procedures has revealed a need to establish criteria relating to the teletyping of the Preliminary Investigation Report of Rape.

Effective immediately, a supervisor receiving a Preliminary Investigation Report of Rape, Form 3.1, for approval shall:

- * Underline in red those details in the narrative of the report which shall be teletyped;
- * Ensure that only the victim's description is teletyped, without making any reference to the victim's name; and,
- * Cause the report to be delivered to a record clerk for immediate teletyping.

Exception: At the discretion of the approving supervisor, unusual circumstances may preclude the need for a teletype.

Note: This Order does not prevent supervisors from initiating teletypes on any felony crime when the crime or series of crimes provide a description of the suspect(s), vehicle(s), or the modus operandi is so distinctive as to afford a strong probability of identification or recognition.

AMENDMENT: This Order amends Section 3/204.50 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Robbery-Homicide Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

IV. DEFERMENT OF VACATION TIME. This Order revises the procedure for the deferment of vacation time in accordance with the provisions of the 1982-1985 Lieutenant and Below Memorandum of Understanding. This Order does *not* prevent officers from deferring their vacations.

- A. **Deferring Vacation Time.** Officers shall be permitted to defer all or part of their vacation for one year, thereby accumulating unused vacation time to total not more than the number of days allowed in the current Memorandum of Understanding. Accumulation of more than the allowed number of vacation days will result in their loss.
- B. **Days off in Connection with Vacation—Revised.** Scheduling of regular days off, accumulated overtime, compensatory equivalent time off, days off in lieu of a holiday, and deferred vacation days with the annual vacation of an employee is permissible and may be granted at the discretion of the concerned commanding officer. A commanding officer shall obtain approval from the concerned bureau commanding officer before granting an employee a vacation exceeding thirty (30) days.

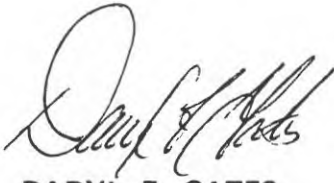
AMENDMENTS: This Order amends Sections 3/726.60 and 3/726.80 of the Department Manual.

AUDIT RESPONSIBILITY: The Employee Relations Administrator shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- V. PREFIX CHECK DIGIT—DEACTIVATED.** This Order deactivates the use of the Prefix Check Digit (PCD) on Department reports.

Officers shall disregard the PCD section on Department reports. This section will be deleted at the next printing of concerned reports.

AMENDMENTS: This Order amends Sections 5/040.14 and 5/040.56 of the Department Manual.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

FEBRUARY 10, 1984

SUBJECT: LIMITED TOUR ASSIGNMENTS

PURPOSE: This Order formalizes existing procedures associated with those positions identified as "limited tour assignments." Limited tour assignments were established to provide qualified personnel the opportunity to develop their potential for promotion.

PROCEDURE:

- I. OFFICERS ASSIGNED ADJUTANT/AIDE POSITIONS.** Officers assigned to adjutant/aide positions shall be assigned for a period *not* to exceed two years.

Note: Time in the assignment may be extended beyond the two year period in special situations only with the written approval of: (1) the concerned bureau commanding officer for a commander's aide; or (2) the concerned Office Director for an adjutant to a bureau commanding officer.

- II. OFFICERS ASSIGNED AREA VICE POSITIONS.** Officers assigned to Area vice units shall be assigned for a period *not* to exceed (20) deployment periods. Officers shall *not* be reassigned to an Area vice unit until (20) deployment periods have elapsed since their previous assignment.

Note: Time in the assignment may be extended beyond the (20) deployment periods in special situations with the written approval of the concerned bureau commanding officer.

- III. OFFICERS ASSIGNED DETECTIVE TRAINEE POSITIONS.** Detective trainee positions are not intended to be permanent assignments. To ensure that these positions are not permanent and to provide for reasonable alternatives, officers assigned to detective trainee positions shall be:

- * Required to take the Civil Service Examination for Detective at the earliest possible date; and,
- * Reassigned, without unnecessary delay, if they do not take a Detective Examination or fail to promote after *two* examinations.

Note: Time in the assignment may be extended in special situations in individual cases with the written approval of the concerned bureau commanding officer.

- IV. OFFICERS ASSIGNED TO POSITIONS WITHIN INTERNAL AFFAIRS DIVISION.** Officers assigned to the following functions within Internal Affairs Division shall be assigned for a period *not* to exceed two years:

- * Personnel Complaint Investigation;
- * Review and Evaluation;
- * Benefit Abuse Investigation; and,
- * Advocate.

Note: Officers assigned to one of the above functions and who are then rotated to one of the other functions shall be allowed to remain in the second assignment for a period not to exceed an additional two years. Time in the assignment may be extended beyond the two year period in special situations with the written approval of the Director, Office of Special Services.

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Limited tour assignments are considered to be training or management development positions. Officers assigned to these positions shall be strongly encouraged to take the appropriate promotional examination at the next scheduled date.

AMENDMENT: This Order adds Section 3/763.67 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

FEBRUARY 10, 1984

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

I. BOOKING NARCOTICS—REVISED.

- A. **Officer's Responsibilities.** Officers booking large quantities of narcotics in powder or pill form (over 50 grams net weight of powder and/or 1000 pills) shall separate one gram of the powder and/or five of the pills and process the sample as follows:

- * Package the sample in a small sealed plastic bag.

Note: Coin envelope size plastic bags are available through Supply Division.

- * Place the plastic bag into an Analyzed Evidence Envelope, Form 12.51, and seal the envelope with an Analyzed Evidence Seal.
- * Write the word "Sample" in red on the top margin of the Analyzed Evidence Envelope.
Package the remainder of the narcotics in accordance with established procedures.
- * Number the Analyzed Evidence Envelopes in sequence, with the sample package as number one and the package containing the bulk of the narcotics numbered two.

Note: When multiple containers are taken into custody, a sample package shall be provided for each container. The numbering system shall be sequential with a sample being numbered one, the corresponding bulk package numbered two, the next sample numbered three and the corresponding bulk package numbered four, etc.

- * When size permits, place the Analyzed Evidence Envelope containing the bulk of the narcotics into a clear plastic numbered bag and heat-seal the bag at the top and just above the numbers. The bag number shall be written on the back of the Analyzed Evidence Envelope prior to the sealing of the plastic bag.
- * Record the number of the plastic bag on the Property Report, Form 10.1.

Note: Any subsequent opening of the plastic bag shall result in the Analyzed Evidence Envelope being resealed into a new numbered bag. The new number shall be recorded on the outside of the Analyzed Evidence Envelope and the property report maintained at Property Division. The number section of the previous plastic bag shall also be sealed within the new bag.

- * Include the itemized weights, the total weights of the like substances, and indicate which samples go with which bulk packages, in the body of the original property report.

Personnel checking narcotics out of Property Division for analysis shall only remove the package marked "Sample". When no sample is available, normal processing procedures shall be followed.

- B. **Property Officer's Responsibilities.** Property officers accepting large quantities of narcotics to be booked shall ensure that it has been packaged in the manner outlined in this directive.

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AMENDMENT: This Order amends Section 4/540.70 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Property Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

II. HANDLING "CONFLICT" CASES. The Los Angeles District Attorney's Office has discontinued prosecuting adult violators in misdemeanor "conflict" cases in which the victim is an on-duty Los Angeles police officer or firefighter. Prosecution of such misdemeanor cases is now being handled by the City Attorney's Office. This Order revises reporting and investigation procedures resulting from the District Attorney's policy change.

A. **Reporting.** Arresting officers are no longer required to mark "DA Misd." in the upper right corner of all related reports in 148 PC (Resisting, Obstructing an Officer), 241 PC (Assault on Police Officer), misdemeanor 243 PC (Battery on Police Officer), or 415 PC (Disturbing the Peace, Fighting) cases when the victim is an on-duty Los Angeles police officer or firefighter.

B. **Follow-Up Investigation.** When an on-duty Los Angeles police officer or firefighter is the victim of an assault, misdemeanor battery, or interfering, the assigned detective from the Area of occurrence shall present the case to a Deputy City Attorney for filing. Arrests for 243 PC (Battery on Police Officer), when reduced to a misdemeanor by a detective supervisor under Penal Code Section 17(b), shall be submitted to the City Attorney.

Note: The above referral policy does not affect the investigating officer's option to attempt to obtain a complaint from the District Attorney's Office for any felony case.

AMENDMENTS: This Order amends Sections 4/216.22, 4/707., and 4/720.36 of The Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each geographic bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

III. PERSONAL SERVICE AND RELEASE FROM CUSTODY CITATIONS—REVISED.

The Personal Service Citation has been revised to add a space for "descent" and the Personal Service and Release From Custody (RFC) Citations have been revised to add a line for "Miscellaneous Descriptive Information". The purpose of these revisions is to ensure that the wrong person is not arrested on a warrant arising out of these citations. Officers completing these citations shall use this line to list the violator's obvious, visible tattoos, scars, birthmarks, missing extremities, and/or deformities.

Additionally, the Personal Service citing date section has been revised to require adult violators to appear on a certain date, as opposed to "on or before" a certain date. This revision will ensure that necessary procedures are completed and paperwork has arrived at the concerned court before the violator appears.

AMENDMENTS: This Order adds Sections 4/213.55 and 4/320.57 to The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

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IV. OBTAINING BOOKING NUMBERS—REVISED. This Order revises Department procedures for obtaining booking numbers at Sybil Brand Institute and at Los Angeles County Main Jail.

- A. **Los Angeles County Main Jail.** Sworn employees who book arrestees at the Inmate Reception Center, County Main Jail, shall obtain booking numbers from Records and Identification Division, Booking Blotter Information Unit, at extension 2558.
- B. **Sybil Brand Institute.** Sworn employees who book arrestees at Sybil Brand Institute (SBI) shall obtain booking numbers directly from SBI.

Exception: When a female arrestee is to be photographed or fingerprinted at a Department facility prior to booking at SBI, the sworn employee may obtain a booking number from Records and Identification Division.

AMENDMENTS: This Order amends Sections 4/604.05 and 4/604.45 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

V. EVIDENCE DISPOSAL PROCEDURES. This Order establishes formal procedures for the destruction of narcotics and firearms. This Order does not affect pre-trial destruction of large quantities of controlled substances.

A. **Destruction of Narcotics.**

Property Division-Responsibility. Upon accumulating a sufficient amount of narcotics that has been authorized for destruction, the Commanding Officer, Property Division shall:

- * Identify a suitable destruction location for the narcotics.
- * Thirty days before the scheduled date of destruction, direct an Intradepartmental Correspondence, Form 15.2, through channels to the Commanding Officers of Narcotics Division and Metropolitan Division informing them of the date, time, and location of the narcotics destruction.
- * Cause the narcotics to be transported to the destruction site.
- * Cause the narcotics to be destroyed.

Narcotics Division—Responsibility. Upon receiving a Form 15.2 from the Commanding Officer, Property Division, indicating that a sufficient quantity of narcotics authorized for destruction has accumulated, the Commanding Officer, Narcotics Division, shall cause a Narcotics Division detective to monitor the destruction of the narcotics and assure that audit procedures are completed. The assigned detective shall monitor the entire destruction process and:

- * Within two weeks, but prior to the destruction date, select at random from those items designated for destruction, 10 packages of narcotics and cause them to be tested by Scientific Investigation Division (SID) for content and weight and compare the results to the information contained on the corresponding Property Report, Form 10.1, or Follow-up Investigation, Form 3.14.
- * If no discrepancies are found, return the package of narcotics to Property Division.

Note: If any discrepancies are discovered before the narcotics have been destroyed, the assigned Narcotics Division detective shall immediately notify the Commanding Officer, Narcotics Division, who shall cause the appropriate investigation to take place. The destruction process shall not proceed until the investigation is completed.

- * On the date of destruction, monitor the loading of the items to be destroyed, accompany the items to the destruction site, and observe the destruction of the narcotics.
- * During the destruction process, retrieve 10 narcotics packages and cause them to be tested by SID for content and weight and compare the results to the information contained on the Form 10.1 or the Form 3.14 attached to the narcotics package.
- * If no discrepancies are found, return the packages to Property Division for destruction at the next planned destruction.

Note: If any discrepancies are discovered after the narcotics have been destroyed, the assigned Narcotics Division detective shall immediately notify the Commanding Officer, Narcotics Division, who shall cause the appropriate investigation to take place.

- * Upon completion of the destruction process, submit an Employee's Report, Form 15.7, to the Commanding Officer, Narcotics Division, within three working days of the destruction. The Form 15.7 shall include:
 - * The location, date, and time of the destruction.
 - * A description of the materials destroyed.
 - * Who was present at the destruction.
 - * The results of the tests made before and after the destruction of the narcotics.

Metropolitan Division—Responsibility. Upon receiving a Form 15.2 from the Commanding Officer, Property Division, regarding the planned destruction of a quantity of narcotics, the Commanding Officer, Metropolitan Division, shall assign an adequate number of personnel to provide security during the transportation and destruction of the narcotics.

B. Destruction of Firearms.

Property Division—Responsibility. Prior to June 1 of each year, the Commanding Officer, Property Division, shall direct a Form 15.2 through channels to the Commanding Officer, Metropolitan Division, indicating the date, time, and location of the planned destruction of firearms.

Note: Section 12028 of the Penal Code allows firearms to be destroyed only during the month of July.

Metropolitan Division—Responsibility. Upon receiving a Form 15.2 from the Commanding Officer, Property Division, regarding the planned destruction of firearms, the Commanding Officer, Metropolitan Division, shall assign an adequate number of personnel to provide security during the transportation and destruction of the firearms.

AMENDMENTS: This Order adds Section 4/552, and amends Sections 2/650.03, 2/820.21, and 2/1034.03 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Property Division, and the Commanding Officer, Narcotics Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

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VI. EMPLOYEE OPPORTUNITY AND DEVELOPMENT DIVISION—REVISED ORGANIZATION. The organizational structure of the Employee Opportunity and Development Division (EODD) has been revised. Employee Opportunity and Development Division is now composed of:

- * The Office of the Commanding Officer.
- * Administrative, Evaluation, and Litigation Section.
- * Career Development Section.
- * Recruitment Section.

This Order transfers the function for maintaining a special file of prospective members of pre-employment-examination boards civilian and sworn, from Employee Opportunity and Development Division to Personnel Division.

AMENDMENTS: This Order amends Sections 2/520.01, 2/525.01, and 2/525.05 of The Department Manual.


VII. NOTIFICATION TO INSURERS ON SUSPECTED FRAUD CASES. This Order establishes procedures for notifying the concerned insurance company when there is reason to believe that a fraudulent act relating to a motor vehicle theft or motor vehicle insurance claim has been committed. Vehicle Code Section 10903, enacted January 1, 1983, requires that this notification be made.

When an investigating officer initiates or conducts a follow-up investigation of a fraudulent act relating to a motor vehicle theft or motor vehicle insurance claim, the investigating officer shall cause the concerned insurance company to be notified in writing within 30 days of becoming aware of the suspected fraudulent act. The correspondence shall be signed by the investigating officer's commanding officer, and should be directed to the nearest corporate office location of the insurance company. The information contained in the notification should be limited to that necessary to inform the insurance company of the occurrence, and shall not include any criminal history information.

Note: Vehicle Code Sections 10903 and 10904 may be used as guidelines in preparing the written notification.

AMENDMENT: This Order adds Section 4/782. to the Department Manual.

AUDIT RESPONSIBILITY: Each operations bureau commanding officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

FEBRUARY 22, 1984

SUBJECT: AUTOMATED WANT/WARRANT SYSTEM ARRESTS—REVISED.

PURPOSE: This Order facilitates the booking of Department Automated Want/Warrant System (AWWS) warrant suspects by providing Department personnel with suspect identification information in the field. Additionally, this Order establishes procedures for identifying arrestees claiming not to be the subject of an AWWS warrant and activates the Los Angeles Police Department Clearance Document, Form 8.20.

PROCEDURE:

- I. REQUESTING AWWS INFORMATION—OFFICER'S RESPONSIBILITIES.** Department personnel requesting AWWS information shall, when available, provide all of the following suspect information:

- * Name
- * Address
- * Height
- * Weight
- * Hair Color
- * Eye Color
- * Sex
- * Date of Birth
- * Descent
- * Operator's license or identification number.

- II. PRE-ARREST PROCEDURES—OFFICER'S RESPONSIBILITIES.** Prior to arresting or transporting a suspect, pursuant to a positive response to an AWWS inquiry, the concerned Department employee shall compare the descriptors on the warrant to the suspect's physical characteristics to determine if the suspect is the person described on the AWWS warrant. Once a determination has been made, the suspect shall be either released or transported for booking.

- III. PRE-BOOKING PROCEDURES—OFFICER'S RESPONSIBILITIES.** Prior to booking, the arresting officer shall ensure that the suspect be allowed to review a copy of each warrant abstract for which a booking is to take place. The name of the arresting officer, the date, and the time the suspect reviewed the warrant(s) shall be noted on the copy(ies) of the abstract(s).

When a suspect claims not to be the person named on the warrant or when a suspect voluntarily submits to a warrant check at an Area/division, officers shall, prior to booking, determine or attempt to identify the suspect by accessing the following:

- * Local Warrants
 - * Los Angeles Police Department Records.
 - * Personal History Index.
 - * Department of Motor Vehicles.
 - * Suspect's fingerprint comparison.
- * For Outside Warrants, add
 - * Originating Agency.
 - * State Criminal History.

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If during the records search the suspect is positively identified as the subject of the warrant, the record search may be terminated. When a record check does not eliminate the suspect, and the concerned Department employee believes the suspect is the person described on the warrant, the suspect may be booked. When a record check is made and the suspect is booked, the procedure shall be outlined in an Arrest Report, Form 5.2. (4/611.10).

IV. POSITIVE RESPONSE TO AWWWS INQUIRY—CONCERNED EMPLOYEE'S RESPONSIBILITIES. When a Department employee processes a request for an AWWWS warrant check and a positive response is received, the listed suspect descriptors on the warrant shall be given to the requesting employee.

Note: This information will be available through the Network Communications System (NECS). Only the information from one warrant shall be transmitted in those cases where a suspect has multiple warrants.

V. POST-BOOKING PROCEDURES—JAIL PERSONNEL RESPONSIBILITIES. When an AWWWS warrant is discovered on a booked suspect, the descriptors on the warrant abstract shall be compared to the suspect's physical characteristics and the abstract shown to the suspect prior to including the warrant(s) as additional charges.

If the suspect claims not to be the subject of the warrant a pre-booking records check shall be completed and documented on the Supplemental Charge Record, Form 5.08, or an LAPD Clearance Document, Form 8.20, shall be issued.

VI. LOS ANGELES POLICE DEPARTMENT CLEARANCE DOCUMENT, FORM 8.20—ACTIVATED. The Los Angeles Police Department Clearance Document, Form 8.20, is activated and the form shall be completed:

- * When a suspect who has been detained and transported pursuant to an AWWWS warrant is released *prior* to booking and the individual was deemed not to be the person described on the warrant; or,
- * When an individual voluntarily submits to an AWWWS warrant check and it is determined that the individual has no outstanding AWWWS warrants; or,
- * When a booked suspect is considered the subject of an AWWWS warrant and it is determined that the booked subject is not the person named on the AWWWS warrant.

Distribution. The LAPD Clearance Document, Form 8.20, shall be distributed as follows:

- * Arrestee booked on a warrant and later determined not to be the suspect.
 - 1 — Original, Records Services Section, Records and Identification Division, attached to the Arrest Disposition Report, Form 5.9, or Jail Custody Record, Page 5 of the Los Angeles Consolidated Booking Form, Form 5.1.
 - 1 — Arrestee
 - 2 Total
- * Arrestee not booked.
 - 1 — Original, Arrestee

FEBRUARY 22, 1984

FORM AVAILABILITY. LAPD Clearance Document, Form 8.20, is available through Supply Division, Stock Code No. 8513749, Unit of Issue P-50.

AMENDMENTS: This Order amends Section 4/611 and adds Section 5/8.20 to The Department Manual.

AUDIT RESPONSIBILITY: All bureau commanding officers shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

FEBRUARY 29, 1984

SUBJECT: ON-DUTY POLICE ACTIVITY IN OUTSIDE JURISDICTIONS

PURPOSE: Although there are no legal requirements for officers to notify another police agency before taking police action in an outside jurisdiction, professional courtesy and officer safety necessitates that notifications be made when appropriate. This Order establishes procedures for on-duty officers to follow when taking police action in jurisdictions outside the Los Angeles City limits.

PROCEDURE:

- I. OFFICER-RESPONSIBILITIES.** On-duty officers shall obtain approval from their watch commander or officer-in-charge before taking police action outside the Los Angeles City limits.

Exception: When officers are in "hot pursuit" or exigent circumstances exist, such as officer safety, which would preclude obtaining prior approval, officers shall inform their watch commander or officer-in-charge as soon as practical. Officers shall be guided by Department Manual Sections 1/230.05 and 1/230.10 when taking on-duty police action outside the Los Angeles City limits.

- II. WATCH COMMANDER/OFFICER-IN-CHARGE-RESPONSIBILITIES.** The concerned watch commander or officer-in-charge shall be guided by Penal Code Section 830.1 when granting approval to proceed outside the City to take police action.

Note: Penal Code Section 830.1 extends peace officer status within the State to officers outside the City limits when:

- * Probable cause exists to believe an offense was committed within the City of Los Angeles; or,
- * Prior consent is obtained from the concerned Chief of Police, Sheriff, or person authorized to give consent; or,
- * Any offense is committed or probable cause exists to believe an offense was committed in the officer's presence, and with respect to which there is immediate danger to a person or property, or of the escape of the perpetrator of such offense.

In other than the above situations, officers taking police action outside the City limits have no peace officer status, and are acting as private persons. Generally, the courts have held that the sale or possession of narcotics does not pose an immediate danger to a person or property; therefore, officers taking action on these crimes have no peace officer status. The escape of the perpetrator refers to only those crimes with respect to which there is an immediate danger to a person or property.

When approval is granted, the concerned watch commander or officer-in-charge shall review the circumstances and, if appropriate, ensure that the watch commander of the concerned outside agency has prior notification of the pending police action. If prior notification is deemed inappropriate, notification shall be made as soon as practical after the police action is taken.

Note: Taking into consideration the tactical situation and desired results of the investigation, every effort should be made to inform the outside agency before action is taken on:

- * The serving of search or arrest warrants;
- * Making an arrest; or,
- * Conducting surveillance.

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- III. **DETECTIVE-HEADQUARTERS DIVISION—RESPONSIBILITIES.** Detective-Headquarters Division shall maintain a file of police agencies with which the Department has current consent agreements. The letters of consent will be forwarded to Detective-Headquarters Division from the Office of the Chief of Police.

AMENDMENT: This Order amends Sections 2/1042.23 and 4/215 of The Department Manual.

AUDIT RESPONSIBILITY: Each concerned bureau commanding officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

MARCH 7, 1984

SUBJECT: PROCEDURES FOR THE USE OF DEPARTMENT WEIGHT MACHINES

PURPOSE: A study of disability pensions and Department sanctioned athletic activities indicated that improper use of approved weight machines and related equipment is a major cause of injuries to Department personnel. In order to reduce injuries and improve the benefits of weight training, Training Division has developed a body building conditioning seminar. Weight machine related injuries cannot be classified as injured-on-duty unless the employee has been previously certified by Training Division on the use of weight machines and related equipment. Training Notices are periodically published informing employees of upcoming seminars.

This Order authorizes use of Department weight machines by certain designated civilian employees who by the nature of their assignments are exposed to situations very likely to involve physical altercations and, therefore, have a recognizable need to maintain a high degree of physical fitness.

PROCEDURE:

I. USE OF WEIGHT MACHINES. The following personnel are authorized to use Department weight machines after they have received a weight training certificate from Training Division:

- * Sworn Personnel;
- * Traffic Control Officers; and
- * Station Officers assigned to jail duties.

Note: Other civilian employees are not authorized to use the Department weight machines.

II. WEIGHT TRAINING CERTIFICATION. An injury incurred during the use of approved weight machine or related equipment will be considered as injured-on-duty providing:

- * The employee is certified by Training Division in the use of approved weight machines and related equipment (free weight and barbells);
- * It was sustained while participating in an approved activity at an approved location;
- * The injured employee had signed an Athletic Activity Register, Form 13.14, prior to actual participation;
- * The employee complied with all conditions established by the Commanding Officer, Training Division; and
- * The injured employee was examined by a contract hospital doctor or a Central Receiving Clinic doctor.

III. SUPERVISOR/WATCH COMMANDER RESPONSIBILITIES. A supervisor or watch commander notified of an employee injured while using an approved weight machine or related equipment shall conduct the appropriate investigation. The watch commander or supervisor shall complete a Sick or Injury Report, Form 1.30, when reporting an injury of a non-certified employee; or an Employee's Report of Occupational Injury or Illness, Form General 166, when reporting an injury of a certified employee. Training Division maintains a roster of employees who have been certified for weight training.

AMENDMENTS: This Order adds Sections 3/772.05 and 3/772.10 to the Department Manual, deletes Section 3/772.15 and amends Section 3/772 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

MARCH 16, 1984

SUBJECT: CHEMICAL IRRITANT CONTROL DEVICES

PURPOSE: This Order establishes procedures and responsibilities for the issuance, control, and maintenance of chemical irritant control devices and holsters.

PROCEDURE:

I. ISSUANCE OF CHEMICAL IRRITANT CONTROL DEVICES AND HOLSTERS.

- A. **Uniformed Officers.** All uniformed officers shall be issued the large (120 gram) chemical irritant control device and large holster.

Note: All personnel will eventually be issued the large uniform holster based on availability.

- B. **Detectives.** Case-carrying detectives shall be issued the small (22 gram) chemical irritant control device and small holster.

- C. **Non-Uniformed Officers.** Officers working in staff or other non-uniformed assignments may be issued the small device and holster at the discretion of their commanding officer, based on an assessment of the particular officer's on-duty need for the device.

Employees transferring between uniformed and non-uniformed assignments requiring large and small devices shall retain their currently issued device until it expires, is emptied, or the employee separates from City employment. A replacement device shall be issued in accordance with Section V of this Order. Personnel shall carry their currently issued device in the event of an unusual occurrence (UO) requiring them to be temporarily deployed in uniform. Supply Division shall maintain a stock of devices which will be made available to employees who do not have devices at the time a UO occurs.

- II. **EMPLOYEES—RESPONSIBILITY.** Employees shall maintain City-issued chemical irritant control devices and holsters in a manner which maximizes their serviceability. Upon retirement or other termination of employment from the Department, employees shall turn in the device and holster(s) issued them or pay the cost of replacement.

- III. **SUPPLY DIVISION—RESPONSIBILITY.** Supply Division shall maintain a complete record of large uniform chemical irritant device holsters issued to each officer (2/430).

- IV. **COMMANDING OFFICER'S—RESPONSIBILITY.** Commanding officers shall cause an entry to be made on an employee's Uniform/Equipment Issuance and Inspection Record, Form 1.41, when a chemical irritant control device and/or holster is issued. The serial number and expiration date of the device shall be entered on the Form 1.41, and the device shall be inspected at least every six months (3/660.30).

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MARCH 16, 1984

- V. REPLACEMENT OF CHEMICAL IRRITANT CONTROL DEVICES.** Each employee issued a chemical irritant control device shall be responsible for replacement of empty, expired, or defective devices. Replacement devices may be obtained by delivering the old device and a Requisition, Form 15.11, signed by the employee's commanding officer, to Supply Division in accordance with Manual Section 3/376.30. A single Requisition may be used to request devices for a number of personnel. The Requisition shall clearly list the names and serial numbers of the employees and the size of the devices to be issued.

Employees experiencing loss, theft, or damage to chemical irritant control devices shall submit an Employee's Report, Form 15.7, requesting repair or replacement of the device, to their commanding officer. The employee's commanding officer shall cause the appropriate investigation to be conducted and the device to be replaced (3/376).

AMENDMENTS: This Order amends Sections 2/430.13, 3/376.10, 3/508., 4/246.15, and 4/246.20 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Supply Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

MARCH 23, 1984

SUBJECT: RECORDING VEHICLE IDENTIFICATION NUMBERS ON CITATIONS

PURPOSE: The Absentee Parking Citation will be revised at the next routine printing to provide spaces for recording a vehicle's Vehicle Identification Number (VIN) and Report of Sale Number. This Order informs Department employees of procedures pertaining to this revision.

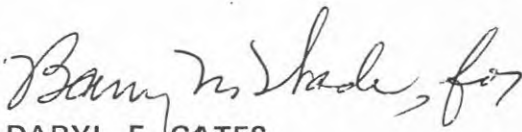
PROCEDURE

When issuing an Absentee Parking Citation, the citing employee shall enter the vehicle's license plate number, if any, in the space provided. If a Report of Sale is posted on the vehicle's windshield, that number shall also be entered in the space provided. The VIN shall be entered in the space provided only if there are no license plates on the vehicle.

Note: The requirement to enter a Report of Sale Number on a Personal Service Citation is cancelled.

AUDIT RESPONSIBILITY: The Officer-in-Charge, Traffic Coordination Section, shall monitor compliance with this directive in accordance with Manual Section 0/080.30.

AMENDMENTS: This Order amends Section 4/320.20 of the Department Manual.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

MARCH 28, 1984

SUBJECT: CONSUMING INTOXICANTS ON DEPARTMENT FACILITIES

PURPOSE: There is an immediate lowering of esteem and suspicion of ineffectiveness when the public views or learns of Department employees consuming intoxicants at Department facilities. This Order codifies existing policy prohibiting the consumption of intoxicants at Department facilities.

PROCEDURE:

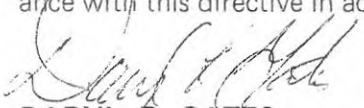
Department personnel shall not consume intoxicants at any Department facility.

Exception: Consumption of alcoholic beverages by off-duty Department personnel is permitted at the Police Academy lounge and recreation areas or at the Harbor Area Range recreation facilities with the approval of the Harbor Area Commanding Officer.

Note: Commanding officers in charge of Department facilities shall be responsible for ensuring compliance with this directive. Facilities shall include parking lots, buildings, or any other areas controlled or operated by the Department.

AMENDMENT: This Order amends Section 2/210.50 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Affairs Division, shall monitor compliance with this directive in accordance with the provisions of Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

MARCH 30, 1984

SUBJECT: IMMEDIATE CASH BAIL-OUT, TELEPHONE CALLS, SEARCHES,
AND CONFINEMENT OF PRISONERS—REVISED

PURPOSE: Assembly Bill (AB) 1367, effective March 31, 1984, has mandated that law enforcement agencies adhere to specific procedures when misdemeanor and infraction arrestees are incarcerated. The measure controls when and how strip and body cavity searches of arrestees are to be conducted and provides arrestees the right to arrange for immediate cash bail. The Assembly Bill also provides for the right of *all* arrestees to make additional telephone calls. Although this Order does not affect the Department's current strip search policy, this Order does clarify when strip searches would be permitted. This Order implements the provisions of AB 1367.

PROCEDURE:

- I. STRIP SEARCH AUTHORIZATION/PHYSICAL BODY CAVITY SEARCH, FORM 5.30—ACTIVATED.** The Strip Search Authorization/Physical Body Cavity Search, Form 5.30, is activated. This form shall be used by officers to request authorization from a supervisor to conduct a strip search of an arrestee in custody on a misdemeanor or infraction offense, not involving a weapon, controlled substances, or violence, including juveniles detained prior to a detention hearing. The form shall also be used to record a physical body cavity search of a misdemeanor or infraction arrestee.

A. Distribution

- 1 — Original, Records and Identification Division, attached to the Booking and Identification Record page of the Booking and Identification Record, Form 5.1.
- 1 — Arresting officer's division of assignment, attached to the division file copy of the arrest report. If there is no arrest report, the form shall be attached to the Daily Field Activities Report, Form 15.52.

2 TOTAL

- II. STRIP SEARCHES FOR MISDEMEANOR/INFRACTION OFFENSES—REVISED.** Arrestees in custody for a misdemeanor or infraction offense shall not be given a strip or *visual* body cavity search unless:

- * The offense involved a weapon, controlled substance, or violence; or,
- * There is a reasonable suspicion that the arrestee is concealing a weapon or contraband (Form 5.30 required).

Note: Employees conducting a strip or visual body cavity search shall not touch the breasts, buttocks, or genitalia of the arrestee.

- A. Officer—Responsibility.** When an officer has a reasonable suspicion that an arrestee in custody for a misdemeanor or infraction offense is concealing a weapon or contraband, the officer shall:

- * Complete a Form 5.30;
- * Submit the form to the concerned supervisor; and,
- * Upon supervisory approval, conduct the strip search.

Note: The search shall be conducted in an area of privacy so that persons not of the same sex as the arrestee or not required for the search are excluded from the immediate area and are unable to observe the arrestee.

- * Upon completion of the search, complete the "Results of Strip Search" portion of the form.

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B. **Supervisor—Responsibility.** Upon receipt of a Form 5.30, the concerned supervisor shall:

- * Review the form for completeness and accuracy;
- * Determine if the specific facts and circumstances included in the form qualify as reasonable suspicion to believe that the arrestee is concealing a weapon or contraband; and,
- * Approve or disapprove the strip search.

III. **PHYSICAL BODY CAVITY SEARCHES.** Arrestees in custody on a misdemeanor or infraction offense shall not be given a *physical* body cavity search except under the authority of a search warrant and under the following conditions;

- * A physical body cavity search shall be conducted under sanitary conditions by either a physician, registered or licensed vocational nurse, or Emergency Medical Technician Level II licensed to practice in California.
- * The search shall be conducted in an area of privacy so that persons not of the same sex as the arrestee or not required for the search are excluded from the immediate area and are unable to observe the arrestee.

Exception: Licensed medical personnel are not required to be of the same sex as the arrestee.

- * When a physical body cavity search is conducted, the arresting officer shall complete a Form 5.30. A copy of the search warrant shall be distributed with the Form 5.30.

IV. **CONFINEMENT OF MISDEMEANOR/INFRACTION ARRESTEES—REVISED.** The concerned custodial jailer shall ensure that arrestees in custody for a misdemeanor offense involving a weapon, controlled substances, or violence (arrestees subject to a strip search), upon booking, are confined in a separate holding area from other misdemeanor and infraction arrestees.

Exceptions:

- * Three hours after the time of arrest, misdemeanor and infraction arrestees in custody for an offense not subject to a strip search may be confined with those misdemeanor and infraction arrestees that are subject to a strip search, in accordance with Title 15 of the California Administrative Code.
- * Misdemeanor and infraction arrestees in custody for an offense not subject to a strip search may be confined with those misdemeanor and infraction arrestees that are subject to a strip search prior to three hours from the time of arrest when an emergency exists and written supervisory approval is documented in the Watch Commander's Daily Report, Form 15.80, or the Daily Deployment Sheet, Temporary Form 108.

Note: An "emergency" is defined as any condition which poses a risk to the safety and welfare of the prisoners or Department personnel. Overcrowding is not an emergency, except in a mass arrest situation.

V. **IMMEDIATE CASH BAIL-OUT—REVISED.** Officers shall comply with the provisions of Vehicle Code Section 40304.5.

Note: Vehicle Code Section 40304.5 requires that any person who is taken into custody for *two or fewer* outstanding misdemeanor traffic warrants for failure to appear on a citation for a parking offense or a traffic infraction, be provided the opportunity to immediately post bail. Additionally, if the arrestee does not have sufficient cash to post bail, the arrestee shall be allowed to make three *completed* telephone calls and have at least three hours to obtain sufficient cash to post bail. The arrestee shall not be booked, photographed, or fingerprinted, nor shall an arrest record be made, unless the three hours have elapsed or the arrestee declines to immediately post bail.

VI. TELEPHONE CALLS FOR ARRESTEES IN CUSTODY—REVISED.

- A. **Arresting Officer's Responsibility—Juvenile In Custody.** When a juvenile is taken to a place of confinement, the arresting officer shall be responsible for immediately advising the juvenile of the right to complete *three* telephone calls within three hours of the time of arrest. Officers shall ensure that two of the telephone calls are completed within one hour of the time of arrest. The calls, if in the local dialing area, shall be made at City expense.

Note: This does not affect the right to make an additional call when intoxication is an element of the charge, as described in Section 4/658.17 of the Manual.

- B. **Arresting Officer/Custodial Jailer's Responsibility—Adult in Custody.** The concerned arresting officer/custodial jailer shall be responsible for advising an adult arrestee of the right to complete *three* telephone calls within *three* hours from the time of arrest. The calls, if in the local dialing area, shall be made at City expense.

Note: This does not affect the right to make additional telephone calls regarding the transfer of the arraignment, release on bail from a magistrate, or when intoxication is an element of the charge, as described in Section 4/658.12 of the Manual.

- C. **Commanding Officer, Location of Detention—Responsibility.** The commanding officer of any location within a Department facility where an arrestee may be detained shall ensure that a sign is posted in a conspicuous place containing the following information in bold block type:

Arrestees have the right to three free telephone calls within the local dialing area, or at their own expense if outside the local area. Arrestees may make calls to the following persons:

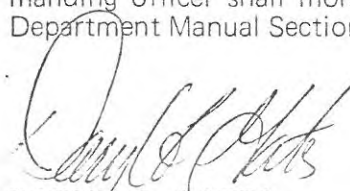
- (1) An attorney of their choice or, if they have no funds, the public defender or other attorney assigned by the court at (213) 974-2811. This telephone call shall not be monitored, eavesdropped upon, or recorded; or,
- (2) A bail bondsman; or,
- (3) A relative or other person.

Note: Signs can be obtained by contacting the Cartography Unit, Planning and Research Division.

FORMS AVAILABILITY: A copy of the Strip Search Authorization/Physical Body Cavity Search, Form 5.30, is provided with this Order and shall be photocopied as needed until it becomes available through Supply Division.

AMENDMENTS: This Order adds Section 5/5.30 and amends Sections 4/217.05, 4/620.22, 4/658.12, 4/658.17, and 4/682.15 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Jail Division, and each operations bureau commanding officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

SUPPLEMENTAL FACT SHEET

This Supplement is provided as an aid in implementing the provisions of Assembly Bill (AB) 1367.

GENERAL INFORMATION.

- * The "general jail population" of the Department's jail facilities is defined as all arrestees that are subject to a strip search.

AB 1367 mandated that specified misdemeanor and infraction arrestees shall not be confined with the general jail population for at least three hours from the time of arrest.

- * A "strip search" is defined as a search which requires a person to remove or arrange some or all of his or her clothing so as to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia of such person.
- * A "visual body cavity search" is defined as a visual inspection of the stomach (x-ray) or rectal cavity of a person, and a vagina of a female person.
- * A "physical body cavity search" is defined as a physical intrusion into a body cavity for the purpose of discovering any object concealed in the body cavity.
- * A misdemeanor or infraction offense involving "violence" is defined as a misdemeanor crime against person.
- * A person who knowingly and willfully authorizes or conducts a strip, visual, or physical body cavity search in violation of the provisions of AB 1367 is guilty of a misdemeanor.
- * Any public officer or employee who willfully deprives an arrested person of the right to make at least three completed telephone calls, as described in AB 1367, is guilty of a misdemeanor.

STRIP SEARCH AUTHORIZATION / PHYSICAL BODY CAVITY SEARCH

(MISDEMEANOR OR INFRACTION OFFENSE)

DATE AND TIME OF ARREST		BOOKING CHARGE	
ARRESTEE'S NAME (LAST, FIRST, MIDDLE)			
ARRESTING OFFICER(S)	SERIAL NO.	DIVISION	DETAIL
REASON FOR SEARCH (ONLY FOR STRIP SEARCHES) List the specific facts and circumstances that qualify as reasonable suspicion to believe that this arrestee is concealing a weapon or contraband.			
<input type="checkbox"/> PHYSICAL BODY CAVITY SEARCH - WARRANT NO.			
SUPERVISOR AUTHORIZING STRIP SEARCH		SERIAL NO.	OBTAIN THIS AUTHORIZATION PRIOR TO STRIP SEARCH.
DATE AND TIME OF SEARCH		LOCATION SEARCH CONDUCTED	
RESULTS OF STRIP/PHYSICAL BODY CAVITY SEARCH (List items removed):			
SEARCHING EMPLOYEE		SERIAL NO. DIV. SEX	SEARCHING EMPLOYEE SERIAL NO. DIV. SEX

DISTRIBUTION: ORIGINAL - ATTACH TO BOOKING & IDENTIFICATION RECORD PAGE OF BOOKING FORMSET.
 COPY - ATTACH TO DIVISION COPY OF ARREST REPORT OR DFAR (IF NO ARREST RPT.).

STRIP SEARCH AUTHORIZATION / PHYSICAL BODY CAVITY SEARCH

(MISDEMEANOR OR INFRACTION OFFENSE)

DATE AND TIME OF ARREST		BOOKING CHARGE	
ARRESTEE'S NAME (LAST, FIRST, MIDDLE)			
ARRESTING OFFICER(S)	SERIAL NO.	DIVISION	DETAIL
REASON FOR SEARCH (ONLY FOR STRIP SEARCHES) List the specific facts and circumstances that qualify as reasonable suspicion to believe that this arrestee is concealing a weapon or contraband.			
<input type="checkbox"/> PHYSICAL BODY CAVITY SEARCH - WARRANT NO.			
SUPERVISOR AUTHORIZING STRIP SEARCH		SERIAL NO.	OBTAIN THIS AUTHORIZATION PRIOR TO STRIP SEARCH.
DATE AND TIME OF SEARCH		LOCATION SEARCH CONDUCTED	
RESULTS OF STRIP/PHYSICAL BODY CAVITY SEARCH (List items removed):			
SEARCHING EMPLOYEE		SERIAL NO. DIV. SEX	SEARCHING EMPLOYEE SERIAL NO. DIV. SEX

DISTRIBUTION: ORIGINAL - ATTACH TO BOOKING & IDENTIFICATION RECORD PAGE OF BOOKING FORMSET.
 COPY - ATTACH TO DIVISION COPY OF ARREST REPORT OR DFAR (IF NO ARREST RPT.).

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

APRIL 6, 1984

SUBJECT: INTERVIEWS AT THE LOS ANGELES COUNTY-UNIVERSITY OF SOUTHERN CALIFORNIA MEDICAL CENTER

PURPOSE: The Los Angeles County-University of Southern California Medical Center's (LAC-USCMC) primary purpose is to provide medical care for its patients. Officers conducting interviews or photographing patients at LAC-USCMC must be aware that, even though as peace officers they have extraordinary powers and responsibilities concerning law enforcement, only LAC-USCMC personnel can make a determination on whether a patient is medically able to be interviewed or photographed. In the interest of minimizing disruption of patient care service, this Order amends procedures for interviewing or photographing patients who are not prisoners at LAC-USCMC.

PROCEDURE:

I. INTERVIEWS AT THE LOS ANGELES COUNTY-UNIVERSITY OF SOUTHERN CALIFORNIA MEDICAL CENTER. An officer desiring to interview or photograph a patient, who is not a prisoner, at the LAC-USCMC shall:

- * Contact the Hospital Detail, Detective Headquarters Division, or the Hospital Security Office when the Hospital Detail is closed, to obtain a "Special Pass and Consent of Patient", LAC-USCMC Form 664, prior to entering into any patient care area.

Exception: The LAC-USCMC Form 664 is not required, and officers do not have to report to the Hospital Detail or the Security Office, when they wish to interview a patient in the emergency room. However, officers shall consider the welfare and care of the patient as a primary concern and be guided by the advice of the concerned medical staff prior to conducting emergency room interviews.

- * Submit the LAC-USCMC Form 664 to the attending physician or Charge Nurse, and briefly explain the purpose of the visit.
- * Ascertain through the attending physician or Charge Nurse if the patient's health status would be jeopardized by the interview and/or photographing.

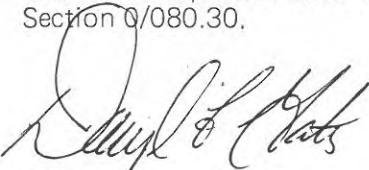
Note: When the patient's health status prohibits interviewing or photographing, obtain an estimated time when interviewing or photographing may be accomplished.

- * Contact the Hospital Detail, or the Watch Commander, Detective Headquarters Division, when the Hospital Detail is closed, to mediate any conflicts.

Procedures for interviewing prisoners (4/730.50) or photographing prisoners (4/635) confined in LAC-USCMC are not affected by this Order.

AMENDMENT: This Order amends Section 4/730.50 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

APRIL 13, 1984

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. RELATIONSHIPS BETWEEN DEPARTMENT EMPLOYEES AND PRISONERS.** Pursuant to Penal Code Section 2541.1, this Order informs Department employees of regulations prohibiting unauthorized gifts and/or dealings with arrestees or prisoners.

Department employees shall not engage in any of the following activities with arrestees or prisoners without the express permission of the concerned commanding officer:

- * Borrow money or articles;
- * Loan money or articles; or,
- * Purchase, sell, accept, or offer any gift or article.

AMENDMENT: This Order adds Section 4/601 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Jail Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- II. INVESTIGATIONS OF OFFICER-INVOLVED SHOOTINGS-NO GUNSHOT WOUND INFLICTED.** This Order extends the time limit for investigating and forwarding reports of Officer-Involved Shooting-No Gunshot Wound Inflicted incidents.

- A. Commanding Officer's Responsibility.** Commanding officers, after reviewing and approving the report of an Officer-Involved Shooting-No Gunshot Wound Inflicted investigation, shall within *ten* administrative working days of the incident forward the original of the report to the Chairman, Use of Force Review Board, and copies of the report to the:

- * Office of the Chief of Police;
- * Employee's bureau commanding officer;
- * Employee's commanding officer;
- * Commanding Officer, Robbery-Homicide Division;
- * Director, Office of Special Services (only when personnel assigned to that Office are involved);
- * Director, Office of Administrative Services (only when personnel assigned to that Office are involved);
- * Assistant to the Director, Office of Operations;
- * City Attorney (only when an injury occurs); and,
- * Commanding Officer, Training Division.

Note: Any extension of the time limit requires the approval of the Chairman, Use of Force Review Board.

- B. Use of Force Review Board Responsibilities.** The Chairman of the Use of Force Review Board shall, upon receipt of an Officer-Involved Shooting-No Gunshot Wound Inflicted report, review the investigation and convene the Board within *ten* administrative working days.

AMENDMENTS: This Order amends Sections 2/092.50, 3/795.45, and deletes 3/796.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

DISTRIBUTION "A"

APRIL 13, 1984

III. NOTIFICATION PROCEDURES TO EMPLOYEE OPPORTUNITY AND DEVELOPMENT DIVISION (EODD)—REVISED. This Order revises notification procedures to Employee Opportunity and Development Division (EODD) regarding unsatisfactory ratings, resignations, or terminations of probationary employees by affixing a time limit for such notifications.

- A. **Resignation or Termination of an Entry-Level Probationary Employee—Revised.** When a commanding officer becomes aware of the resignation of or intends to recommend termination of a probationary employee, trainee employee, exempt employee, or emergency employee, for other than disciplinary reasons (3/728.20), the Commanding Officer, EODD, shall be notified. The notification shall be made within *five* administrative working days by Intradepartmental Correspondence, Form 15.2, containing a summary of the reasons for the resignation or termination.
- B. **Distribution Procedure for Probationary Employee Evaluation Report—Revised.** When an entry-level probationary employee is rated unsatisfactory in the "Overall Performance Evaluation" section of an evaluation report, a copy of the unsatisfactory report shall be forwarded to EODD within *five* administrative working days of service to the employee.

AMENDMENTS: This Order amends Sections 3/728.30, 5/1.78.1, and 5/1.78.3 of the Department Manual.

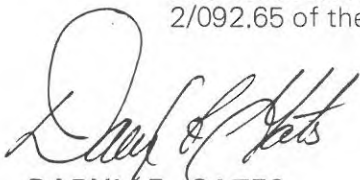
AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

IV. POLICE OFFICER III WRITTEN EXAMINATION REVIEW BOARD—REVISED. This Order revises the membership of the Police Officer III Written Examination Review Board.

- A. **Police Officer III Written Examination Review Board—Membership.** The Police Officer III Written Examination Review Board shall be composed of:
- * One commander from the Office of Operations, as chairman, to be selected by the Commanding Officer, Personnel and Training Bureau;
 - * One captain, to be selected by the Commanding Officer, Personnel and Training Bureau; and,
 - * One lieutenant, to be selected by the Commanding Officer, Personnel and Training Bureau.

The Police Officer III Written Examination Review Board Chairman shall forward the Board's recommendations to the Commanding Officer, Personnel and Training Bureau, for approval.

AMENDMENTS: This Order amends Sections 2/090.10, 3/763.15 and adds Section 2/092.65 of the Department Manual.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

ATTACHMENT "7"

LAPD MANUAL SECTION 4/272.40

272.40 PHOTOGRAPHING VICTIM OF WIFE BEATING. The officer making a Preliminary Investigation Report, Form 3.1, on a wife beating offense shall have photographs taken of the victim's injury. Photographs shall be made by the Photographic Section, Scientific Investigation Division. If the Photographic Section is not open, Detective Headquarters Division shall be notified.

ATTACHMENT "7a"

LAPD MANUAL SECTION 4/273.40

273.40 PHOTOGRAPHING VICTIM OF BATTERY. When the victim of a reported battery has injuries which should be photographed, the reporting officer shall issue the Victim's Report Memo, Form 3.17, and advise the victim to contact the Photographic Section, Scientific Investigation Division, to make an appointment to have the injuries photographed. "Photos Advised" shall be entered in the narrative portion of the report.

Los Angeles Police Department
PRELIMINARY INVESTIGATION ofCombined
EVID
Report ☐ MULTIPLE DRS ON THIS REPORT

PRELIMINARY CASE SCREENING

- ☐ SUSPECT / VEHICLE NOT SEEN
- ☐ PRINTS OR OTHER EVIDENCE NOT PRESENT
- ☐ MO NOT DISTINCT
- ☐ PROPERTY LOSS LESS THAN \$5000
- ☐ NO SERIOUS INJURY TO VICTIM
- ☐ ONLY ONE VICTIM INVOLVED

PREMISES (SPECIFIC TYPE)

ENTRY 459/BFV POINT OF ENTRY POINT OF EXIT

- ☐ FRONT
- ☐ REAR
- ☐ SIDE
- ☐ ROOF
- ☐ FLOOR
- ☐ OTHER

METHOD

INSTRUMENT / TOOL

VICTIM

LAST NAME, FIRST, MIDDLE (FIRM IF BUSINESS)

ADDRESS

B-

DR. LIC. NO. (IF NONE, OTHER ID & NO.)

INVEST DIV

DR

SEX

DESC.

AGE

DOB

ZIP

PHONE

OCCUPATION

LOCATION OF OCCURRENCE

SAME AS V'S

☐ RES. ☐ BUS.

R.D.

PRINTS BY PREL INV
ATTEMPT Y N
OBTAINED Y N

DATE & TIME OF OCCURRENCE

DATE & TIME REPORTED TO PD

TYPE PROPERTY STOLEN / LOST / DAMAGED

☐ 3 4 GIVEN

STOLEN / LOST

RECOVERED

EST DAMAGED
ARSON / VAND

\$

\$

\$

VICT'S VEH. (IF INVOLVED) - YEAR, MAKE, TYPE, COLOR, LIC NO

NOTIFICATIONS (PERSON & DIVISION)

CONNECTED REPORTS (TYPE & DR)

MO IF LONG FORM, LIST UNIQUE ACTIONS. IF SHORT FORM, DESCRIBE SUSPECT'S ACTIONS IN BRIEF PHRASES, INCLUDING WEAPON USED. DO NOT REPEAT ABOVE INFO BUT CLARIFY REPORT AS NECESSARY. IF ANY OF THE MISSING ITEMS ARE POTENTIALLY IDENTIFIABLE, ITEMIZE AND DESCRIBE ALL ITEMS MISSING IN THIS INCIDENT IN THE NARRATIVE.

REPORTING
EMPLOYEE(S)

INITIALS, LAST NAME

SERIAL NO.

DIV. / DETAIL

PERSON
REPORTING x

SIGNATURE

OR RECEIVED BY PHONE -

NOTE: IF SHORT FORM AND VICTIM / PR ARE NOT THE SAME, ENTER PR INFORMATION IN INVOLVED PERSONS SECTION.

Complete below sections if any Preliminary Case Screening boxes are not checked.

SUSP'S VEHICLE	YEAR	MAKE	MODEL	TYPE	Interior COLOR:	Exterior	Body	Windows
					1 BUCKET SEATS	1 CUSTOM WHEELS PAINTED INSCRIPT.	1 DAMAGE 5 RIGHT	1 DAMAGE 5 RIGHT
					2 DAMAGED INSIDE	2 LEVEL ALTERED	2 MODIFIED 6 FRONT	2 CUST TINT 6 FRONT
						3 RUST / PRIMER	3 STICKER 7 REAR	3 CURTAINS 7 REAR
						4 CUSTOM PAINT	4 LEFT	4 LEFT
						5 VINYL TOP		

SEX	DESC.	HAIR	EYES	HEIGHT	WEIGHT	AGE	CLOTHING	NAME, ADDRESS, DOB, IF KNOWN; NAME, BKG. NO., CHARGE, IF ARRESTED.
S-1								

PERSONAL ODDITIES (UNUSUAL FEATURES, SCARS, TATTOOS, ETC.)

Weapon (VERBAL THREATS, BODILY FORCE, SIMULATED GUN, ETC. IF KNIFE OR GUN, DESCRIBE FULLY)

SEX	DESC.	HAIR	EYES	HEIGHT	WEIGHT	AGE	CLOTHING	NAME, ADDRESS, DOB, IF KNOWN; NAME, BKG. NO., CHARGE, IF ARRESTED.
S-2								

INVOLVED PERSONS

W - WITNESS

R - PERSON RPTG.

S - PERSON SECURING (459)

D - PERSON DISCOVERING (459)

P - PARENT

NAME	V & W -- SEX	DESC	DOB	ADDRESS	CITY	ZIP	PHONE

DR. LIC. NO. (IF NONE, LIST OTHER ID & NO.)

R-

B-

R-

B-

NARRATIVE

1) LIST ADD'L SUSPS., VICTS., & INVOLVED PERSONS. 2) RECONSTRUCT OCCURRENCE, INCL. ALL ELEMENTS OF CORPUS DELECTI. 3) IF NOT USING EVID CONTINUATION FORM, DESCRIBE EVIDENCE INCLUDE PRINTS, STATE LOCATION FOUND AND BY WHOM. GIVE DISPOSITION. 4) SUMMARIZE OTHER DETAILS, INCL. WHEN & WHERE PERSONS WITH NO PHONE CAN BE LOCATED. 5) INDICATE TYPE OF TRANSLATOR NEEDED FOR ANY INVOLVED PERSON. 6) LIST ITEMS MISSING.

ITEM #	QUAN	ARTICLE	SERIAL #	BRAND	MODEL #	MISC (COLOR, SIZE, INSCRIPTIONS, CALIBER, ETC.)	DOLLAR VALUE

VICTIM
INDEMNIFICATION
INFORMATION
(IF APPLICABLE):

APPROVAL
AND
REVIEW

SUPERVISOR APPROVING

SERIAL NO.

DETECTIVE SUPERVISOR REVIEWING

SERIAL NO.

DATE & TIME REPRODUCED

DIVISION

CLERK

Category _____

CLEARED BY ARREST

☐ Yes☐ NoSHOTS
FIREDUSE OF
FORCENARCOTICS
STOLEN -
NARC. DIV.DSD (GAS) /
CRASHFIREARM STOLEN /
LOST - DHD & R & I
CRIME / PROPERTY TT SPVR.EXTRA
COPY TO:

ATTACHMENT "8" (continued)

Page ____ of ____

03.01.0 (R 3/85)

Los Angeles Police Department
PRELIMINARY INVESTIGATION of
☐ Combined EVID Report
☐ MULTIPLE DRS ON THIS REPORT

PRELIMINARY CASE SCREENING				INVEST DIV				DR									
<input type="checkbox"/> SUSPECT / VEHICLE NOT SEEN <input type="checkbox"/> PRINTS OR OTHER EVIDENCE NOT PRESENT <input type="checkbox"/> MO NOT DISTINCT <input type="checkbox"/> PROPERTY LOSS LESS THAN \$5000 <input type="checkbox"/> NO SERIOUS INJURY TO VICTIM <input type="checkbox"/> ONLY ONE VICTIM INVOLVED				LAST NAME, FIRST, MIDDLE (FIRM IF BUSINESS)				SEX		DESC.		AGE		DOB			
VICTIM				ADDRESS				ZIP		PHONE				X			
				R -													
				B -													
				DR. LIC. NO. (IF NONE, OTHER ID NO.)				OCCUPATION									
PREMISES (SPECIFIC TYPE)				LOCATION OF OCCURRENCE				SAME AS V'S		<input type="checkbox"/> RES <input type="checkbox"/> BUS.		R.D.		PRINTS BY PREL INV			
ENTRY 459/BFV <input type="checkbox"/> FRONT <input type="checkbox"/> REAR <input type="checkbox"/> SIDE <input type="checkbox"/> ROOF <input type="checkbox"/> FLOOR <input type="checkbox"/> OTHER				POINT OF ENTRY				POINT OF EXIT				ATTEMPT Y N OBTAINED Y N					
				METHOD				DATE & TIME OF OCCURRENCE				DATE & TIME REPORTED TO PD					
				INSTRUMENT / TOOL				TYPE PROPERTY STOLEN / LOST / DAMAGED				<input type="checkbox"/> 34 GIVEN		STOLEN / LOST		RECOVERED	
												\$		\$		EST DAMAGED ARSON / VAND \$	
VICT'S VEH. (IF INVOLVED) - YEAR, MAKE, TYPE, COLOR, LIC NO				NOTIFICATIONS (PERSON & DIVISION)				CONNECTED REPORTS (TYPE & DR)									
MO IF LONG FORM, LIST UNIQUE ACTIONS. IF SHORT FORM, DESCRIBE SUSPECT'S ACTIONS IN BRIEF PHRASES, INCLUDING WEAPON USED. DO NOT REPEAT ABOVE INFO, BUT CLARIFY REPORT AS NECESSARY. IF ANY OF THE MISSING ITEMS ARE POTENTIALLY IDENTIFIABLE, ITEMIZE AND DESCRIBE ALL ITEMS MISSING IN THIS INCIDENT IN THE NARRATIVE.																	
REPORTING EMPLOYEE(S)				INITIALS, LAST NAME				SERIAL NO.				DIV / DETAIL					
								PERSON REPORTING x				SIGNATURE					
												OR RECEIVED BY PHONE - <input type="checkbox"/>					
												NOTE TO PERSON REPORTING: IF THIS BOX IS CHECKED, THIS COPY IS A COMPLETE REPORT OF THIS INCIDENT <input type="checkbox"/>					

INSTRUCCIONES EN ESPANOL AL REVERSO
KEEP THIS REPORT FOR REFERENCE

Your case will be assigned to a detective for follow-up investigation based upon specific facts obtained during the initial investigation. Studies have shown that the presence of these facts can predict whether a detailed follow-up investigation would likely result in the arrest and prosecution of the suspect(s) or the recovery of property, in a manner that is cost-effective to you, the taxpayer. Significant decreases in personnel have made it impossible for detectives to personally discuss each and every case with all crime victims. A detective will not routinely contact you, unless the detective requires additional information.

TO REPORT ADDITIONAL INFORMATION: If you have specific facts to provide which might assist in the investigation of your case, please contact the detective Monday through Friday, between 8:00 A.M. and 9:30 A.M., or between 2:30 P.M. and 4:00 P.M. at telephone number _____. If the detective is not available when you call, please leave a message and include the telephone number where you can be reached.

COPY OF REPORT: If the checkbox under your signature is checked, this copy is the complete report. If it is not checked and you wish to purchase a copy of the complete report, phone 485-4193 to obtain the current purchase price, and send a check or money order payable to the Los Angeles Police Department to Records and Identification Division, Box 30158, Los Angeles, CA 90030. Include a copy of this report or the following information with your request: 1) Name and address of victims. 2) Type of report and DR number (if listed above). 3) Date and location of occurrence. NOTE: Requests not accompanied by proper payment will not be processed.

DR NUMBER. If not entered on this form, the DR number may be obtained by writing to Records and Identification Division and giving the information needed to obtain a copy of the report (see above paragraph). Specify that you only want the DR number. It will be forwarded without delay. There is no charge for this service.

CREDIT CARDS/CHECKS. Immediately notify concerned credit corporation or banks to avoid possibility of being liable for someone else using your stolen or lost credit card or check.

HOW YOU CAN HELP THE INVESTIGATION OF YOUR CASE

- * Keep this memo for reference.
- * If stolen items have serial numbers not available at time of report attempt to locate them and phone them to the detective at the listed number.
- * If you discover additional losses, complete and mail in the Supplemental Property Loss form given to you by the reporting employee.
- * Promptly report recovery of property.
- * Promptly report additional information such as a neighbor informing you of suspicious activity at time crime occurred.

VICTIM-WITNESS ASSISTANCE PROGRAM: The Los Angeles City and County Victim-Witness Assistance Program (VWAP) can help to determine if you qualify for Victim of Violent Crime compensation. If you qualify, they will assist with filing your claim application. If you are a victim or a witness to a crime and will be going to court, they will explain the court procedures to you. Their staff may also assist you with other problems created by the crime.

To find the program location nearest to you, call the Victim-Witness Assistance Program at the Los Angeles City Attorney's Office (213) 485-6976, or the Los Angeles County District Attorney's Office (213) 974-7499.

VICTIMS OF VIOLENT CRIME COMPENSATION: Refer to paragraph at bottom of reverse side.

ATTACHMENT "3" (continued)

DEPARTAMENTO DE POLICIA
DE LOS ANGELES
MEMORANDUM DE REPORTE PARA VICTIMAS

Su caso será asignado a un detective para las investigaciones correspondientes basadas en los datos específicos obtenidos durante la investigación preliminar. Estudios nos indican que con la presencia de ciertos datos, se puede predecir si una investigación en detalle resultará en el arresto y prosecución del responsable o la recuperación de propiedad robada, en una manera mas eficaz para ud., el contribuyente. Disminuciones significantes de personal ha hecho imposible que un detective personalmente discuta cada caso con todas las victimas de crimen. Un detective no se comunicará con ud solamente que requiera información adicional.

PARA REPORTAR INFORMACIÓN ADICIONAL: Si ud. tiene datos específicos que quiera proveer y puedan asistir en la investigación de su caso, favor de comunicarse con el detective de lunes a viernes, entre las 8:00 y 9:30 de la mañana o entre las 2:30 y 4:00 de la tarde al teléfono _____. Si no encuentra al detective, favor de dejar un mensaje incluyendo un número de teléfono dónde se pueda comunicar con ud.

PARA OBTENER EL NÚMER DEL REPORTE (NO. DR): Si el número del reporte (DR) no aparece en éste memorandum, se puede obtener, sin costo, al mandar un sobre con timbre pagado y dirigido a ud. a: Los Angeles Police Department, Records and Identification Division, Box 30158, Los Angeles, California 90030. Incluya la siguiente información con su encargo: 1) Nombre y domicilio de la víctima(s), 2) Tipo de reporte, y 3) La fecha y localidad de los hechos.

COPIA DEL REPORTE: Si caja debajo de su firma esta marcada, esta copia es el reporte completo. Si no esta marcada y desea obtener una copia del reporte completo, llame 485-4607 para informarse sobre el costo de los reportes y favor de enviar un cheque o giro postal a Los Angeles Police Department, Records and Identification Division, Box 30158, Los Angeles 90030. Incluya la siguiente información con su petición: 1) Nombre y domicilio de la víctima(s), 2) Tipo de reporte, y numero archivo, si lo sabe, y 3) La fecha y localidad de los hechos. Su copia del reporte se enviara por correo. NOTA: Aquellas solicitudes no acompañados en la cantidad exacta, no seran procesados.

TARJETA DE CREDITO/CHEQUES: Inmediatamente notifique la compañía de crédito o banco para reducir la posibilidad de hacerse económicamente responsable por el uso de su tarjeta de crédito o cheque robado o perdido, por medio de otra persona.

COMPENSACION PARA VICTIMAS DE CRIMENES VIOLENTOS: Si usted ha sido victima de un crimen violento y está herido por causa de ese crimen, usted puede calificar para un reembolso de parte del Estado por gastos médicos, Pérdidas de sueldo o de mantenimiento, rehabilitación o reentrenamiento vocacional. Si la herida o la muerte resultó por un accidente automovilístico, usted o su superviviente también puede calificar si el chófer culpable fue sometido a uno de los siguientes cargos: conducir bajo la influencia del alcohol o de drogas; chocar y huir; usar el vehículo como arma; o fugarse del sitio de un delito violento.

Si usted pagó los gastos fúnebres de una víctima de un delito violento, puede ser reembosado hasta \$2275 por esos gastos. El Estado no reembolsará por daños ni Pérdidas de propiedad. La ley (Sección 13959 y las subsiguientes secciones del Código Gubernamental) requiere que la víctima sea residente de California, que reporte el crimen y que coopere con las autoridades para recibir un reembolso. Usted tiene un año a partir de la fecha del delito en cual hacer su reclamo (este límite se puede extender si hay buena causa).

Para obtener una solicitud, usted puede llamar a uno de los Programas de Asistencia a Víctimas y Testigos que están indicados en el próximo párrafo. También puede obtener copias de la solicitud en cualquier estación de la Policía de Los Angeles.

PROGRAMA DE ASISTENCIA A VICTIMAS Y TESTIGOS: El programa de asistencia a víctimas y testigos de la ciudad y del condado de Los Angeles (WVAP) puede ayudarlo a determinar si usted califica para compensación como víctima de un crimen violento. Si usted califica, le ayudarán a completar su solicitud. Si usted es víctima o testigo de un crimen y estará asistiendo a la corte, ellos les explicarán lo que sucede en la corte. El personal del programa tambien le puede ayudar con otros problemas causados por el crimen.

Para encontrar el sitio del programa mas cercano a usted, llame al Programa de Asistencia a Víctimas y Testigos en la oficina del abogado de la Ciudad de Los Angeles (213) 485-6976 o a oficina del Fiscal del Condado de Los Angeles (213) 974-7499.

VICTIMS OF VIOLENT CRIME COMPENSATION: If you are a victim of a violent crime and are injured as a result of the crime, you may be able to be repaid by the State for medical expenses, loss of wages or support, rehabilitation or job retraining. If injury or death was the result of an auto accident, you or your survivor may also qualify if the driver at fault was charged with one of the following: driving under the influence of alcohol or drugs; hit and run; using the vehicle as a weapon; or fleeing the scene of a violent crime.

If you paid the funeral/burial expenses for someone who was a victim of a violent crime, you may be repaid up to \$2,275 for these expenses. Property loss or damage will not be repaid by the State. The law (California Government Code Section 13959 et seq.) requires that a victim must be a California resident, must report the crime, and must cooperate with law enforcement in order to receive repayment. You have one year from the date of the crime to file a claim (may be extended for good cause).

To obtain a victim of violent crime application, you may call one of these Victim-Witness Assistance Programs: City Attorney—485-6976, District Attorney—974-7499. Copies of the application may also be obtained at any Los Angeles police station.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

APRIL 20, 1984

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. **MEDICAL TREATMENT FOR ARRESTEES UNDER THE INFLUENCE OF PHENCYCLIDINE (PCP).** Effective immediately, *all* arrestees who exhibit objective symptoms of being under the influence of phencyclidine (PCP) shall be given medical treatment prior to booking as outlined in Department Manual Section 4/648.10.

AMENDMENTS: This Order amends Section 4/216.27 and adds Section 4/648.16 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the Commanding Officer, Bureau of Special Investigation, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

II. **TEMPORARY RESTRAINING ORDERS.**

- A. **Temporary Restraining Orders—Revised.** Special Order No. 17, 1983, Domestic Violence Temporary Restraining Orders, established procedures for the control and enforcement of Domestic Violence Temporary Restraining Orders issued pursuant to the Domestic Violence Prevention Act. This Order revises Department procedures for the control and enforcement of *all* Temporary Restraining Orders (TROs) received by this Department.

All TROs shall be handled, controlled, and enforced in the same manner as described in Special Order No. 17, 1983.

Note: Provisions listed on a TRO issued pursuant to the Domestic Violence Prevention Act are enforceable under Section 273.6 of the Penal Code. Provisions listed on a TRO *not* issued pursuant to the Domestic Violence Prevention Act are enforceable under Section 166 of the Penal Code.

- B. **Temporary Restraining Order Control Log, Form 15.40—Revised.** The Domestic Violence Temporary Restraining Order Control Log, Form 15.40, is retitled the Temporary Restraining Order Control Log, Form 15.40. The Domestic Violence Temporary Restraining Order Control Log, Form 15.40, shall be used for all TROs until current supplies of the form are exhausted.

AMENDMENTS: This Order amends Sections 2/620.51, 3/210.10, 4/216.03, 4/216.06, and 5/15.40 of the Department Manual.

AUDIT RESPONSIBILITY: Commanding officers of each operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- III. **NOTICE OF STORED/IMPOUNDED VEHICLE, FORM 15.23—REVISED.** This Order revises the Notice of Stored/Impounded Vehicle to eliminate duplication of addressee information and to serve in lieu of the Department of Justice's (DOJ) Form BID 8135 when notification to the DOJ is required.

DISTRIBUTION "A"

Distribution. To comply with the California Vehicle Code and to ensure that prompt notifications are made to concerned parties, the employee completing a Notice of Stored/Impounded Vehicle, Form 15.23, is responsible for the distribution of the form as follows:

Original and 1, attached to Vehicle Investigation, Form 3.7;

PLUS, via U.S. Mail:

- 1 Registered Owner
- 1 Legal Owner
- 1 Present Owner
- 1 Person Reporting on original Stolen/Lost Report.

Completion—Notice to Department of Justice. The Area Vehicle Control Clerk shall ensure that a copy of the Notice of Stored/Impounded Vehicle, with the "Notice to DOJ" box checked, is forwarded to the Department of Justice when appropriate (4/780.80).

FORM AVAILABILITY: The revised Form 15.23 is available at Supply Division and should be ordered without delay. Upon receipt of the revised forms, the present forms should be bundled, marked "Obsolete-Destroy", and returned to Supply Division.

AMENDMENT: This Order amends Section 4/780.80 of the Department Manual.

AUDIT RESPONSIBILITY: Commanding officers of each geographic operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

IV. FILING OF DISCRIMINATION COMPLAINTS—REVISED. This Order revises the time period for reporting alleged acts of discrimination.

Effective immediately, employees must submit complaints of discrimination within one year of the date of the alleged act. The complaint should be based on a procedure or practice in selection or employment that the employee believes to be discriminatory on the basis of race, sex, age, creed, religion, national origin, handicap, marital status, sexual preferences, or retaliation for having filed a discrimination complaint.

AMENDMENT: This Order amends Section 3/748.15 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Employee Opportunity and Development Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

V. POLICE RESERVE CORPS REGULATORY COMMITTEE—REVISED. This Order revises the membership of the Police Reserve Corps Regulatory Committee.

A. Police Reserve Corps Regulatory Committee—Revised. The membership of the Police Reserve Corps Regulatory Committee shall be composed of:

- * The Department Reserve Corps Coordinator as Chairman, who shall be a staff officer from the Office of Operations to be selected by the Director, Office of Operations.
- * Two captains from the Office of Operations to be selected by the Director, Office of Operations.
- * One captain from the Office of Special Services to be selected by the Director, Office of Special Services.
- * One captain from the Office of Administrative Services to be selected by the Director, Office of Administrative Services.

APRIL 20, 1984

Note: The responsibilities of the Reviewing Officer and the Police Reserve Corps Regulatory Committee are not affected by this Order.

AMENDMENTS: This Order amends Sections 2/090.10 and 2/093.60 of the Department Manual.

VI. RETURN OF CITY-OWNED PROPERTY—REVISED. This Order revises Department procedures for the return of City-owned property involving the death of a Department employee.

Effective immediately, upon the death of a Department employee, Medical Liaison Section, Personnel Division, shall be responsible for obtaining all City-owned property issued to the deceased employee and the forwarding of that property to the proper division as outlined in Manual Section 3/376 and 3/607.30.

AMENDMENTS: This Order amends Sections 2/520.33 and 3/607.30 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

APRIL 27, 1984

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. **AFS/NCIC PRINTOUTS.** Review of procedures for processing firearms has indicated a need to delineate the manner in which the Automated Firearms System/National Crime Information Center (AFS/NCIC) printouts are attached to the Property Report, Form 10.1. This Order requires that the AFC/NCIC printout be affixed to the Property Report.

When booking a firearm into Department custody, the AFS/NCIC printout shall be affixed to the Property Report, Form 10.1, with transparent tape, immediately below the recorded description of the firearm.

AMENDMENT: This Order amends Section 4/540.30 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- II. **MALE 647(f) PC (DRUNK) ARRESTEES—BOOKING LOCATIONS.** This Order informs Department employees that the Area of arrest shall determine which authorized jail facility is to be used for booking adult males arrested for violations of Section 647(f) (Drunk) of the Penal Code (PC).

- A. **Officers' Responsibility.** Officers booking an adult male 647(f) PC (Drunk) arrestee shall book him at the authorized jail facility as indicated below.

**647(f) PC (DRUNK)
BOOKING LOCATION—MALE ARRESTEE**

JAIL DIVISION	VALLEY JAIL SECTION	WEST LOS ANGELES AREA JAIL	HARBOR JAIL
Central	Devonshire	Pacific	Harbor
Hollenbeck	Foothill	West Los Angeles	
Hollywood	N. Hollywood		
Newton	Van Nuys		
Northeast	West Valley		
Rampart			
77th Street			
Southeast			
Southwest			
Wilshire			

- * Arrestees shall be examined by a doctor or a nurse at the jail facility prior to booking when booked at Jail Division or Valley Jail Section.
- * Arrestees shall be examined at a contract hospital prior to booking when booked at West Los Angeles Area or Harbor Area.

Note: Officers booking a 647(f) PC (Drunk) arrestee requiring special or extensive medical treatment shall comply with Department Manual Section 4/648.10.

DISTRIBUTION "A"

APRIL 27, 1984

AMENDMENT: This Order amends Section 4/604.18 of the Department Manual.

AUDIT RESPONSIBILITY: Commanding officers of each geographic operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

III. PRISONER PROPERTY. This Order revises the distribution of the Property Record of the Consolidated Booking Form, Form 5.1, and allows a prisoner to retain the Prisoner's Receipt of the Form 5.1 when released.

A. **Distribution of Consolidated Booking Form, Form 5.1—Revised.** The distribution of the Property Record, page three, and Prisoner's Receipt, page four, of the Consolidated Booking Form, Form 5.1, is revised.

B. **Department Jail Employees—Responsibilities.** When a prisoner is released from a Department jail facility, the employee releasing the prisoner's property shall:

- * Staple the Property Record, page three of the Form 5.1, to the Jail Custody Record, page five, and forward to Records and Identification Division; and,
- * Allow the prisoner to retain the Prisoner's Receipt, page four, when released from custody.

AMENDMENTS: This Order amends Sections 4/645.23 and 5/5.1—80 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

IV. NONBUDGETARY FUNDS. This Order establishes accountability and accounting procedures for Department related nonbudgetary fund raising activities and ensures that all such committees contain an odd number of members.

A. **Area, Division, Section, Unit, and Joint Funds.** The membership of an Area, division, section, or unit fund committee shall consist of the concerned commanding officer or officer-in-charge, and a minimum of four elected employees of nonsupervisory rank. The committee shall contain an odd number of members.

B. **Fund Raising Activities.** Nonbudgetary fund committees, if not otherwise directed by the provisions of Section 3/350, shall establish written policy for fund raising activities. This policy shall be submitted to the concerned bureau commanding officer for approval. In addition, all fund raising activities shall be approved by the committee and bureau commanding officer prior to the activity.

Note: Employee benefited fund raising activities shall not be conducted by on-duty personnel, unless approved by the Chief of Police.

C. **Fund Raising Accounting.** An item-for-item accounting in the form of a profit and loss accounting system shall be maintained for all fund raising activities. This accounting shall be available for review by the concerned nonbudgetary fund committee member during the fund raising activity. At the completion of the activity the accounting report shall be submitted to the committee, who shall conduct a detailed audit. The audit shall be forwarded to the concerned bureau commanding officer.

AMENDMENTS: This Order amends Section 3/350.30 and adds Sections 3/350.50 and 3/350.52 to the Department Manual.

APRIL 27, 1984

AUDIT RESPONSIBILITY: Commanding officers of each bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- V. CIVILIAN OVERTIME—REVISED.** This Order revises the amount of overtime civilian employees may accumulate.

Effective immediately, civilian employees may accrue up to a maximum of 96 hours of accumulated overtime.

AMENDMENT: This Order amends Section 3/708.40 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Operations Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

MAY 4, 1984

SUBJECT: RELEASE OF ARRESTEE PROPERTY

PURPOSE: The Department has become aware of problems that exist in the retention of arrestee property. Persons who have been arrested and released with no charges being filed have had difficulty obtaining property that was booked as evidence. This Order requires the immediate disposition of property that no longer has evidentiary value.

PROCEDURE:

I. PROPERTY DISPOSITION AUTHORIZATION—REVISED. Officers responsible for authorizing the disposition of property shall cause the *immediate* release of an arrestee's property when they become aware that:

- * The arrestee is released from custody and no charges are filed; and/or
- * The property is no longer required for investigation or prosecution; or
- * There is no legal basis to justify holding the property.

Note: When the property is not released, the arrestee shall be advised of the reason for retention and the procedures required to obtain the property. Retention of property requires supervisory approval.

This Order does not affect the disposition of narcotics evidence (4/550.12).

AMENDMENT: This Order amends Section 4/550.10 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the Commanding Officer, Bureau of Special Investigation, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

FACT SHEET

Booking employees or investigating officers who need to acquire the disposition/status of a misdemeanor case to determine the status of the property involved for the completion of a Property Disposition Request should contact:

Metropolitan Area

- * City Attorney Liaison, Misdemeanor Filing, at extension 6681, on days that the courts are in session, between 0500 and 1700 hours, to determine if the case is a "misdemeanor reject". If the case is not listed in the "Reject Log", and has been filed, contact:
- * Municipal Court Misdemeanor Dispositions, at 974-6141, on days that the courts are in session, between 0800 and 1700 hours, to determine the court that handled the case, and the case status for the disposition of the property.

Van Nuys/Valley

- * City Attorney's Office, at 989-8881, on days that the courts are in session, between 0830 and 1700 hours.

West Los Angeles

- * City Attorney's Office, at extension 182-412, on days that the courts are in session, between 0830 and 1700 hours.

Harbor

- * Harbor Area Court Liaison, at extension 7631, on days that the courts are in session, between 0800 and 1500 hours.

Questions regarding property in felony cases should be directed to the concerned investigating officers or their supervisor.

FACT SHEET

Booking employees or investigating officers who need to acquire the disposition/status of a misdemeanor case to determine the status of the property involved for the completion of a Property Disposition Request should contact:

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- * City Attorney's Office, at extension 182-412, on days that the courts are in session, between 0830 and 1700 hours.

Harbor

- * Harbor Area Court Liaison, at extension 7631, on days that the courts are in session, between 0800 and 1500 hours.

Questions regarding property in felony cases should be directed to the concerned investigating officers or their supervisor.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

MAY 11, 1984

SUBJECT: DEPARTMENT RECORDS MANAGEMENT PROGRAM

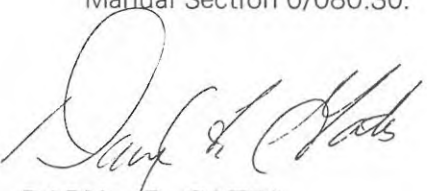
PURPOSE: This Order establishes the Department Records Retention Program in accordance with the City Records Management Ordinance.

PROCEDURE:

- I. **DEPARTMENT RECORDS RETENTION PROGRAM—IMPLEMENTED.** The Department Records Retention Program is implemented. All Department records shall be maintained in accordance with the City Records Management Ordinance No. 155, 822.
- II. **DEPARTMENT RECORDS COORDINATOR—RESPONSIBILITY.** The Commanding Officer, Records and Identification Division, is designated the Department Records Coordinator. The Department Records Coordinator shall:
 - * Maintain liaison with the Records Management Division, City Clerk's Office;
 - * Establish and maintain an administrative control system to assure compliance with the City Records Management Ordinance;
 - * Maintain liaison with Records Retention Representatives regarding management of Department records; and,
 - * Provide assistance to Records Retention Representatives, as necessary.
- III. **COMMANDING OFFICER—RESPONSIBILITY.** Commanding officers and section officers-in-charge shall designate a Records Retention Representative within their command.
- IV. **RECORDS RETENTION REPRESENTATIVE—RESPONSIBILITIES.** The Records Retention Representative shall:
 - * Inventory and appraise all records in their entity;
 - * Prepare and maintain Records Retention Schedules for records in their entity;
 - * Prepare amendments to Records Retention Schedules, when necessary;
 - * Cause records to be transferred to storage when appropriate; and,
 - * Maintain liaison with the Department Records Coordinator regarding records management procedures.

AMENDMENTS: This Order amends Sections 2/307.66, 2/620.03, 2/620.06, and 5/050.08; and deletes Sections 5/050.16, 5/050.24, 5/050.32, 5/050.33, and 5/050.34 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

MAY 18, 1984

SUBJECT: NONBUDGETED TRAVEL

PURPOSE: City Administrative Officer (CAO) Rule No. 6 has been revised to allow the Chief of Police to authorize the use of unexpended funds for nonbudgeted travel. This Order establishes new procedures for the approval of nonbudgeted travel for business meetings and business trips.

PROCEDURE:

- I. **REQUESTS FOR NONBUDGETED TRAVEL.** Requests for nonbudgeted travel shall be submitted on an Intradepartmental Correspondence, Form 15.2, in accordance with Section 3/390.17 of the Department Manual.

Note: Requests for nonbudgeted travel for business meetings and business trips shall include a statement that the trip is of benefit to the City.

Employees shall request authorization for nonbudgeted travel for business meetings or business trips in accordance with the following procedures:

- * When practicable, requests shall be submitted 30 days prior to the date of departure and forwarded through channels to the Director of the Office to which the requesting employees are assigned.
- * The Director of the concerned Office shall review requests and, upon approval, forward them to the Commanding Officer, Fiscal Support Bureau.
- * The Commanding Officer, Fiscal Support Bureau, shall review requests as to the availability of funds only, and forward the requests to the Chief of Police for approval.
- * One copy of all requests approved by the Chief of Police shall be forwarded to the Commanding Officer, Fiscal Operations Division.

AMENDMENTS: This Order amends Sections 3/390.17 and 3/390.41 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Support Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

MAY 25, 1984

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. STORED VEHICLE-NOTIFICATION TO STATE—REVISED.** Section 22853 of the Vehicle Code has been amended to modify the requirement for notifying the Department of Justice, *in writing*, when an impounded vehicle is not claimed. This Order revises notification procedures for impounded vehicles not claimed within five days.

The Area Vehicle Control Clerk shall forward a Notice of Stored Abandoned Vehicle, Form 15.23, to the Department of Justice, Sacramento, when:

- * It cannot be verified that the owner of an impounded vehicle has been notified;
- * The vehicle is unregistered or registered out of State; and,
- * The vehicle has not been claimed within five days after its availability for release.

Note: Vehicles registered in California require only an entry into the Stolen Vehicle System (SVS).

AMENDMENT: This Order amends Section 4/780.80 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each geographic operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- II. CRIME CLEARANCE PROCEDURES—REVISED.** This Order rescinds the automatic clearance procedures for felony crimes established by Special Order No. 29, 1983, using the Combined Crime and Arrest Report, Form 5.2. The procedure is revised to conform with the Federal Bureau of Investigation's Uniform Crime Reporting guidelines.

Effective immediately, felony crimes shall no longer be cleared automatically when reported on a Combined Crime and Arrest Report, Form 5.2. A Follow-up Investigation, Form 3.14, is required to clear a felony crime.

AMENDMENTS: This Order amends Sections 4/216.17 and 5/3.14—01 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- III. USE OF CHEWING TOBACCO AND SNUFF.** This Order clarifies the Department policy on the use of chewing tobacco and snuff.

Department employees are the most prominent representatives of government and as such must present a professional image at all times. An employee's unwise or unsightly use of chewing tobacco or snuff is offensive to the public and coworkers, and detracts from the professional bearing of the employee. It is particularly offensive for employees who chew tobacco or use snuff to expectorate the juices into waste baskets, coffee cups, cans, bottles, or out the window of police cars. The use of chewing tobacco and snuff is prohibited while on duty, or at any time while in uniform.

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AMENDMENT: This Order adds Section 1/210.60 to the Department Manual.

IV. DISTRIBUTION OF PERSONNEL AND FLEET SAFETY REPORT—REVISED. Special Order No. 13, 1983, delineated procedures for the administration of discipline concerning employees involved in traffic accidents with Department vehicles. This Order revises the distribution of the Fleet Safety Report, Form 1.13, when an employee-involved traffic accident is classified as preventable.

A. Area/Division Commanding Officer's Responsibility. After disposition of a preventable traffic accident, the Area/division commanding officer shall:

- * Forward the original Fleet Safety Report, Form 1.13, and copies of all related reports, via command channels, to the Commanding Officer, Internal Affairs Division.

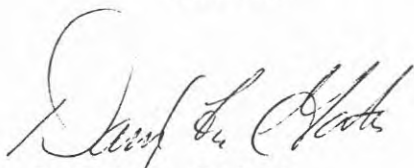
Note: This Order does not affect procedures utilized when the recommended penalty is in excess of the relinquishment of four days off or if the employee does not choose to voluntarily accept the penalty.

B. Internal Affairs Division Responsibility. The Commanding Officer, Internal Affairs Division, shall, after processing:

- * Forward the completed original Form 1.13 and a copy of all related reports to Personnel Division for inclusion into the concerned employee's personnel file; and,
- * Forward a copy of the Form 1.13 to the Fleet Safety Coordinator.

AMENDMENT: This Order amends Section 3/830.31 of the Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

JUNE 1, 1984

SUBJECT: RELEASE OF INFORMATION

PURPOSE: This Order establishes guidelines for the release of crime and arrest information to the public and establishes procedures for providing information contained in police records to the public pursuant to the California Public Records Act and Freedom of Information Ordinance (FOIO).

PROCEDURE:

I. GUIDELINES AND RESTRICTIONS FOR THE RELEASE OF POLICE RECORD INFORMATION. Employees shall be guided by Manual Section 1/440.40 when releasing any information to the public. The following guidelines shall apply to *all* releases of police record information.

A. Guidelines. Information regarding the commission of a crime and the resulting investigation may be made available to the public prior to the making of an arrest, the issuance of an arrest warrant, or the filing of formal charges. The following guidelines shall apply to *all* releases of information to the public.

- * Department personnel should not release information if it is believed that it would jeopardize the investigation; jeopardize the successful prosecution of a criminal case; affect the outcome of a civil case involving the City of Los Angeles; or infringe upon the person's right to privacy.

Note: Facts concerning the crime which could only be known by the perpetrator, or which could be utilized as polygraph keys, should not be released.

- * The home address of the victim of a crime shall not be released to the public unless the home address is also the location of the crime. The name and home address of a witness to a crime shall not be released to the public.

Exception: The above information may be released if given permission to do so by the respective victim or witness, or if the investigating officer believes that its release would assist in the investigation of the crime.

- * The name and address of a confidential informant shall not be released.

B. Restricted Release of Information—Juvenile Subjects. Information contained in Department records regarding juvenile subjects that has been or is likely to be filed as a petition in any juvenile court proceedings, or any other document filed in such case or made available to the Probation Department, judge, referee or other hearing officer, Department of Public Social Services (DPSS), or Children's Services worker, may be released only to the following agencies or persons:

- * Juvenile court personnel.
- * The juvenile who is the subject of the report(s).
- * The juvenile's parent or legal guardian.
- * The attorney for the juvenile.
- * Probation Department.
- * DPSS.
- * Department of Motor Vehicles where the law requires the release of such information relative to the offense that has been sustained or where licensing is involved.
- * Other persons who have been designated by court order of the judge of the juvenile court upon filing a petition therefore.

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Should it become necessary to release the above information in the interest of public safety, the concerned Department employee shall file a petition with the Juvenile Court and obtain permission to release the information.

Department employees may release information contained in Department records regarding a juvenile (except as above) when the employee believes that the release of information will benefit the juvenile.

Juvenile subject information may be released to another law enforcement agency when the requesting agency has a legitimate need for the information pursuant to Section 828 of the Welfare and Institutions Code (WIC).

If a judge from a court other than Juvenile Court orders a Department employee to produce records pertaining to a juvenile subject, the order shall be forwarded to the Discovery Unit, Records and Identification Division (R&I Division).

- C. **Information Requiring Approval Prior to Its Release to the Public.** The following information shall not be released unless authorized by the investigating officer and approved by an officer of the rank of Deputy Chief or higher:

- * The character or reputation of the accused person.
- * The existence or content of any confession or admission; the nature and content of statements made by the accused person; or the refusal or failure of the accused person to make any statement.
- * The results of any examination or test, or the accused person's refusal or failure to submit to an examination or test.
- * The credibility, identity, or testimony of a prospective witness.
- * The possibility of a plea of guilty to the offense charged or to a lesser offense.
- * Any opinion as to the accused person's guilt or innocence, the merits of the case, or the evidence of the case.
- * The analysis and conclusions of an investigating officer regarding the officer's investigation.

II. REQUESTS BY THE PUBLIC FOR INFORMATION CONTAINED IN POLICE RECORDS.

- A. **Routine Requests.** Department employees shall refer all requests for information contained in police records to the Commanding Officer, Records and Identification Division. All routine requests shall be submitted in writing to:

Los Angeles Police Department
Attention: Commanding Officer, Records and Identification Division
Post Office Box 30158
Los Angeles, California 90030

Exception: News releases and information about newsworthy incidents shall be handled in accordance with Section I of this Order.

The Commanding Officer, Records and Identification Division, shall coordinate and/or respond to all requests for information contained in police records.

Exception: Anti-Terrorist Division (ATD) shall be responsible for responding to requests for FOIO information. Records and Identification Division shall only be responsible for registering and forwarding requests for FOIO information to ATD.

- B. **Requests for Master Arrest Blotter Information.** Master Arrest Blotter information includes the following:

- * Adult arrestee's full name and current home address.
- * Physical description to include date of birth, color of eyes and hair, sex, height, and weight.

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- * Date and time of booking and location booked.
- * Any outstanding warrants from other jurisdictions.
- * Amount of bail set.
- * Date, time, and location of arrest.
- * Type of crime and primary charge.
- * Supplemental charges.
- * Probable investigative unit.

Requests for Master Arrest Blotter information must be submitted in writing to the Commanding Officer, Records and Identification Division.

Exception: Requests for Blotter information for incidents less than 24 hours old may be made verbally to either the Commanding Officer, Records and Identification Division, for Department-wide arrest information, or to the watch commander of the Department jail facility for arrests occurring within the Area(s) serviced by that jail.

AMENDMENTS: This Order adds Sections 3/406. and 3/407., and amends Section 2/620.03 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division, and the Commanding Officer, Anti-Terrorist Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

JUNE 8, 1984

SUBJECT: INVESTIGATIVE RESPONSIBILITIES OF BURGLARY-AUTO THEFT DIVISION—EXPANDED

PURPOSE: This Order expands the investigative responsibilities of Burglary-Auto Theft Division.

PROCEDURE:

I. BURGLARY-AUTO THEFT DIVISION (BAD) RESPONSIBILITIES—EXPANDED. The Burglary Special Section, BAD, is responsible for investigating the following crimes on a City-wide basis:

- * All safe burglaries except those cases where the safe is either removed from the premises or lacks evidence of forced entry.
- * All burglaries where business machines are the primary object of attack and the reported loss is \$20,000 or more.
- * All burglaries or thefts where fine art is the primary object of attack. This includes but is not limited to paintings, drawings, sculptures, statuary, and other art objects.
- * Hotel room burglaries and hotel room thefts committed in major hotels. This does not include motels, residential hotels, or transient rooming house-type hotels.
- * Any burglary or theft case at the direction of the Commanding Officer, Detective Services Group.

Note: If any of these crimes involve other crimes of greater severity (e.g., murder, rape, or robbery), the investigative unit responsible for the most serious offense shall assume responsibility for the entire investigation and notify BAD.

II. PRELIMINARY INVESTIGATION—OFFICER'S RESPONSIBILITIES.

- A. **Report Completion.** Employees completing a Preliminary Investigation Report, Form 3.1, of Hotel Room Burglary or Hotel Room Theft, shall indicate the name of the hotel and the room number in the "Premises Section" of the report.
- B. **Notifications.** BAD, or Detective Headquarters Division (DHD) when BAD is closed, shall be notified of the occurrence of any incident listed in Section I of this Order. The words "Handled by BAD" shall be printed in the left-hand margin of all reports prior to report approval.
- C. **Booking Approval.** Booking approval shall be obtained from BAD personnel during normal business hours (0800 - 1700). Booking approval shall be obtained from Area/division watch commanders when BAD is closed.

Area/divisions outside of the Metropolitan Areas shall obtain telephonic booking approval from BAD during normal business hours.

- D. **Evidence/Arrestee Booking Locations.** All evidence shall be booked in the Area of occurrence when there are no arrestees.

Evidence and arrestees shall be booked as indicated below when an arrest is made:

- | | | |
|---------------------|---|---|
| * Metropolitan Area | — | Evidence at Property Division and arrestee at Jail Division (Female - Sybil Brand Institute). |
| * Valley Bureau | — | Evidence at Valley Property Section and arrestee at Valley Jail Section. |
| * Harbor Area | — | Evidence and arrestee at Harbor Area. |

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- * West Los Angeles and Pacific Areas — Female arrestees at Valley Jail Section and evidence at Valley Property Section.
- Male, or combination male and female, book evidence and male arrestee at Area of occurrence.

Note: Evidence in a case involving only juvenile arrestees shall be booked in the Area of arrest. If a case involves both adult and juvenile arrestees, the evidence shall be booked as though only an adult were involved.

III. REPORT DISTRIBUTION.

- A. **Officers—Responsibilities.** Officers booking arrestees for the above offenses shall provide six copies of all reports as indicated below:

- Metropolitan Areas — Copies to BAD, or DHD when BAD is closed.
- Valley Areas — Copies to Van Nuys FSD watch commander.
- Harbor Area — Copies to Harbor FSD watch commander.
- West Los Angeles and Pacific Areas — Male arrestee: copies to Area FSD watch commander.
Female arrestee: copies to Van Nuys FSD watch commander.

These copies shall be held for BAD investigators.

Exception: In West Los Angeles and Pacific Areas, when both male and female arrestees are involved, six copies shall be delivered to the FSD watch commander in the Area of arrest.

When a juvenile arrestee is arrested prior to 1200 hours on a court day and is detained, officers shall, as soon as possible, hand-carry six copies of all reports to BAD, or DHD if BAD is closed.

- B. **Records Unit—Responsibilities.** Records unit personnel shall, in addition to the normal distribution, distribute copies of those reports marked "Handled by BAD" as follows:

- * No Arrestees. Three copies of all reports shall be forwarded to BAD.
- * Adult Arrestees. Six copies of all reports to the arresting officers.
- * Juvenile Arrestees. Six copies of all reports shall be forwarded to BAD.

Exception: It is not necessary to forward six copies of all reports to BAD when a juvenile is arrested and detained prior to 1200 hours on a court day.

AMENDMENTS: This Order amends Sections 2/1046.21, 5/3.1A—10; and adds Sections 4/232.20, 4/515.25, and 5/3.A—80 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

JUNE 15, 1984

SUBJECT: USE OF DEPARTMENT GASOLINE CREDIT CARDS—REVISED

PURPOSE: Recent budgetary cutbacks by the City have caused the Department to closely scrutinize all operating costs. Fuel cost is one area in which all employees can assist the Department in saving money. This Order revises procedures for the use of Department gasoline credit cards and establishes a uniform reporting system to assist in accounting and auditing.

PROCEDURE:

I. GASOLINE CREDIT CARD USAGE. An employee shall be issued either an assigned or loaned gasoline credit card when:

- * Department business requires an employee to utilize a Department vehicle to travel on an extended trip outside the City; or
- * When specific circumstances might preempt the use of Department fueling facilities because of a conflict with the employee's assignment.

Assigned gasoline credit cards are used by specialized divisions and shall be issued and controlled by the concerned commanding officer.

Loaned gasoline credit cards are used for extended trips outside the City and shall be issued and controlled by the Administrative Information Unit, Detective Headquarters Division (DHD).

Note: Upon return of a loaned credit card, Detective Headquarters Division personnel shall ensure that the employee provides receipts for any gasoline obtained, and that the receipts bear the employee's serial number and the license number, shop number, and mileage of the City vehicle.

Requests for additional or replacement gasoline credit cards shall be made by forwarding the appropriate correspondence to Motor Transport Division. Motor Transport Division is responsible for the maintenance and issuance of gasoline credit cards to Department entities.

II. EMPLOYEES—RESPONSIBILITIES. Employees issued a Department gasoline credit card shall:

- * When traveling within the City or surrounding areas, obtain fuel from a Department facility unless doing so would jeopardize their assignment;
- * Purchase fuel at self-service pumps unless doing so would jeopardize their assignment or interfere with their duties;
- * Ensure the quantity of fuel is recorded in whole and tenths of gallons, and the total cost is legibly entered on the credit card receipt;
- * Place their serial number and the license number, shop number, and mileage of the City vehicle on the front side of the credit card receipt;
- * Submit receipts to the Administrative Information Unit, DHD, when a loaned gasoline credit card is used; and,
- * When assigned to a specialized division, submit receipts to their immediate supervisor when an assigned gasoline credit card is used.

Note: Employees shall not use the Department gasoline credit card for purchasing repairs or servicing of Department vehicles. When an employee experiences mechanical problems outside the City, the employee shall contact the Motor Transport Division watch commander for instructions.

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Generally, a gasoline credit card shall only be used by the person to whom it was issued and shall only be used at those service stations bearing the same name as the card. Fuel may be purchased for more than one vehicle with the same credit card at one time, but a separate receipt shall be obtained for each vehicle serviced.

Exception: Prearranged group purchases of fuel for solo motorcycles do not require a separate receipt.

III. REVIEWING SUPERVISORS—RESPONSIBILITIES. Reviewing supervisors shall:

- * Review all credit card receipts to ensure completeness and to verify that the usage was for Department business in a City vehicle;
- * Upon approval, sign the reverse side of the credit card receipts and forward them to their commanding officer.

IV. COMMANDING OFFICERS—RESPONSIBILITIES. Commanding officers shall ensure that:

- * Necessary information recorded on the front of all gas credit card receipts is consolidated on a Gasoline and Oil Record, Form 11.1;
- * Gasoline credit card receipts and Gasoline and Oil Record forms are reviewed to ensure completeness and validity;
- * Gasoline credit card receipts are forwarded to Fiscal Operations Division within 10 calendar days of purchase; and,
- * Gasoline and Oil Record forms are forwarded to Motor Transport Division within 10 working days of the close of each calendar month.

V. FISCAL OPERATIONS DIVISION—RESPONSIBILITIES. Fiscal Operations Division shall:

- * Verify each invoice by checking it against the approved receipt;
- * Reproduce the invoice and forward it to the appropriate commanding officer for review and approval when an employee has lost or misplaced a receipt.

AMENDMENTS: This Order amends Sections 2/440.01, 4/287.10, 4/287.50, and 5/11.1 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Support Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

JULY 13, 1984

SUBJECT: DEPARTMENT PROCEDURES CONCERNING PATROL OFFICERS OF THE LOS ANGELES HOUSING AUTHORITY (LAHA) AND SECURITY AGENTS OF THE LOS ANGELES UNIFIED SCHOOL DISTRICT (LAUSD)

PURPOSE: This Order amends Department responsibilities concerning arrest, booking, and evidence procedures involving law enforcement activities of patrol officers of the LAHA and security agents of the LAUSD.

PROCEDURE:

- I. **PEACE OFFICER POWERS.** Patrol officers of the LAHA Patrol Division and security agents of the LAUSD Security Section are peace officers while on duty and may make arrests, conduct investigations, and complete reports involving minor misdemeanor crimes as may be necessary to protect the personnel and property of the LAHA and LAUSD respectively. The Los Angeles Police Department shall retain final responsibility in all police matters occurring on LAHA and LAUSD property within the City.

Misdemeanor crimes requiring follow-up by this Department and all felonies shall be investigated by the Los Angeles Police Department.

Note: Misdemeanor crimes require follow-up whenever there are outstanding suspects and/or property. For example, a misdemeanor theft committed by a single suspect who is subsequently apprehended with all outstanding property would not require follow-up. If the theft was committed by multiple suspects, with one or more not apprehended or a portion of the property taken not recovered, the case would require follow-up.

- II. **ARRESTS—LAPD RESPONSIBILITY.** When an arrest initiated by LAHA or LAUSD employees is determined to be the investigative responsibility of the Los Angeles Police Department, officers of the Los Angeles Police Department shall assume responsibility for the booking of arrestees and investigation of the crime. The LAHA patrol officer or LAUSD security agent involved will, when practicable, accompany the arresting officers to the station for interview by the officer approving booking.

Note: Department officers accepting custody of an arrestee shall also assume responsibility for the custody of all evidence and property associated with the arrest. The concerned LAHA patrol officer or LAUSD security agent shall be given one copy of the Receipt for Property Taken into Custody, Form 10.10, for evidence or property booked.

When a supervisor of this Department becomes aware that an arrest effected by an LAHA or LAUSD employee is improper, a request shall be made for a supervisor from the LAHA Patrol Division or LAUSD Security Section to immediately review the matter. It shall be the responsibility of the concerned LAPD watch commander to make the final determination as to whether the custody of an arrestee will be accepted.

- III. **BOOKING OF LAHA PATROL OFFICER AND LAUSD SECURITY AGENT ARRESTEES.** The Los Angeles Police Department shall furnish jail facilities for adult prisoners arrested within the City of Los Angeles by LAHA patrol officers and LAUSD security agents.

Note: Transportation of adult and juvenile arrestees to outside custodial facilities shall be the responsibility of the LAHA patrol officers or LAUSD security agents initiating the arrest.

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All bookings made by LAHA patrol officers or LAUSD security agents shall be approved by a Department investigating officer or field services division watch commander. Department personnel providing booking approval shall ensure that the arresting LAHA patrol officer or LAUSD security agent provides juvenile arrest and booking information to the Area/division teletype operator within 30 minutes of obtaining the booking number.

Excess personal property of LAHA and LAUSD arrestees who are booked into LAPD facilities shall be accepted by this Department.

- A. **Department Jailer Responsibility.** When an arrestee is booked by LAHA patrol officers or LAUSD security agents, the Department jailer shall include the following information on the Booking and Identification Record, Form 5.1:

- * In the box entitled "DIV. & DETAIL ARRESTING", insert "LAUSD" or "LAHA" as appropriate;
- * In the box entitled "CHARGE", following the inserted charge, add the arraignment court;
- * In the box entitled "ARRESTING OFFICER", insert the name and identifying number of the arresting patrol officer or security agent, followed by "LAHA" or "LAUSD".

The jailer having custody of a prisoner booked by LAHA patrol officers or LAUSD security agents shall cause the prisoner to be transported to and arraigned at the proper court as an "LAPD case".

- B. **LAHA Patrol Officers/LAUSD Security Agents Medical Treatment Responsibility.** Prior to the booking of a sick or injured person at a Department facility, the arresting LAHA patrol officer or LAUSD security agent shall provide evidence of medical treatment and medical authority to book the arrestee to the approving watch commander or investigating officer of this Department.

When a jailer becomes aware that a prisoner booked by LAHA patrol officers or LAUSD security agents is in need of medical attention, the jailer shall immediately notify the watch commander. The watch commander shall:

- * Make an immediate notification to the concerned LAHA or LAUSD section supervisor; and,
- * Cause one copy of the completed Prisoner Injury or Illness Report, Form 6.34, when applicable, to be forwarded by United States mail to the Chief Security Administrator, Los Angeles Housing Authority Patrol Division, or the Chief Security Agent, Los Angeles Unified School District Security Section, as appropriate.

IV. **LAHA REPORTING PROCEDURES.** Completed LAHA Patrol Division reports shall be processed in accordance with established Department procedures.

- A. **DR Number Issuance and Report Approval.** All LAHA Patrol Division reports shall be approved by a supervisor of this Department prior to acceptance. The approving supervisor shall ensure that appropriate DR numbers are obtained from the concerned Area records unit or Vehicle Information Processing Unit by the LAHA patrol officer after report approval.
- B. **Report Distribution.** A supervisor of this Department approving the booking of an arrestee or property by officers of the LAHA Patrol Division shall ensure that all required reports are reproduced, if possible, prior to the officers leaving the Department facility.
- C. **Records Unit Responsibility.** Records unit personnel shall distribute LAHA Patrol Division reports in accordance with the normal distribution plus one copy to the Los Angeles Housing Authority, Patrol Division.

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- D. **LAHA Patrol Division Responsibility.** Crimes investigated by LAHA officers will be reported to this Department on LAPD report forms. The original of each LAHA Patrol Division report will be delivered by a representative of the LAHA to the concerned Area field services division watch commander within 24 hours of the completion of the report.

Exception: Crime reports requiring immediate teletype will be delivered to the concerned Area field services division watch commander immediately upon completion.

Note: Completed LAUSD Security Section reports shall be processed as provided for in Sections 3/414.05 and 5/091. of the Department Manual.

- V. **EVIDENCE AND PROPERTY PROCEDURES.** Patrol officers of the LAHA and security agents of the LAUSD shall be permitted to book evidence and property into the custody of this Department. Follow-up and disposition of evidence shall be the responsibility of the LAHA patrol officer or LAUSD security agent originally booking the evidence when no investigating officer is assigned the case. A Property Disposition Request, Form 10.6, shall be forwarded to the Chief Security Administrator, Housing Authority Patrol Division, or the Chief Security Agent, Los Angeles Unified School District Security Section, as applicable.

Department officers accepting custody of an LAHA or LAUSD employee's arrestee shall assume responsibility for all evidence and property associated with the arrest.

Note: The officer accepting custody of the arrestee shall provide the concerned LAHA patrol officer or LAUSD security agent with one copy of the Receipt for Property Taken into Custody, Form 10.10, for any property received. The assigned Department investigating employee shall assume responsibility for follow-up and disposition of this property and evidence.

- A. **Gas Chromatograph Intoximeter Tests.** Gas Chromatograph Intoximeter tests required for an LAHA Patrol Division or LAUSD Security Section investigation shall be provided by a qualified LAHA patrol officer or LAUSD security agent, as applicable, or an officer of this Department.

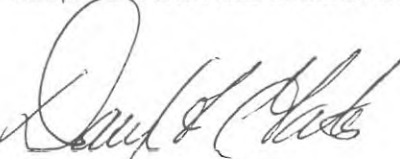
Note: When an LAHA Patrol Division or LAUSD Security Section employee is not qualified to administer the Gas Chromatograph Intoximeter tests, and the tests are administered by a Department employee, these tests shall be witnessed by the concerned LAHA patrol or LAUSD security employee. Expert testimony in court relative to the Gas Chromatograph Intoximeter shall be provided by the Los Angeles Police Department.

- B. **Fingerprint Investigation.** Fingerprint investigation required for LAHA Patrol Division or LAUSD Security Section investigations within the City shall be provided by Scientific Investigation Division (SID).

Exception: Developing and lifting of latent prints in routine misdemeanor crimes committed on LAHA or LAUSD property may be conducted by qualified LAHA patrol officers or LAUSD security agents, as applicable. SID will retain responsibility in complex felony crimes, serious crimes of violence, and loss of property worth more than \$1,000.

AMENDMENTS: This Order adds Sections 3/417.05, 4/203.28, 4/219.60, 4/343.49, 4/343.57, 4/510.31, 4/510.32, 4/606.11, 4/606.12, 4/675.39, 4/675.40, 5/096; amends Sections 4/203.25, 4/212.44, 4/219.30, 4/343.50, 4/604.20, and deletes Section 4/604.25 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

AUGUST 31, 1984

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

I. CONFISCATING SUSPENDED OR REVOKED DRIVER'S LICENSES. State law permits the confiscation of suspended or revoked driver's licenses pursuant to Section 4460 of the California Vehicle Code. This Order establishes procedures for confiscating and forwarding suspended or revoked driver's licenses to the Department of Motor Vehicles (DMV).

A. Officers—Responsibilities. When an officer becomes aware that an individual is in possession of a suspended or revoked driver's license, the officer shall:

- * Confiscate the driver's license pursuant to Section 4460 of the Vehicle Code;
- * Advise the individual of the reason for the license confiscation;
- * Complete a Verbal Notice by Peace Officer, DMV or Court Employee, DMV Form DL 310; AND,
- * Attach the completed DMV Form DL 310, DMV driver's history printout, and citation, if any, to the confiscated driver's license and submit with the Daily Field Activities Report, Form 15.52.

Note: Officers assigned to detective or specialized assignments shall submit the completed DMV Form DL 310, DMV driver's history printout, and citation, if any, to their immediate supervisor.

B. Supervisors—Responsibilities. Supervisors shall, after review, ensure that confiscated suspended or revoked driver's licenses are forwarded daily to the Traffic Court Liaison Unit, 1945 South Hill Street, Room 107. The licenses shall be forwarded with:

- * Completed DMV Form DL 310;
- * DMV driver's history printout; AND,
- * Citation, if any.

C. Traffic Court Liaison Unit—Responsibilities. The Traffic Court Liaison Unit shall:

- * Maintain a record indicating the receipt and disposition of confiscated driver's licenses;
- * Review supportive DMV documents for accuracy and completeness; AND,
- * Forward suspended or revoked driver's licenses with completed DMV Form DL 310 to the Department of Motor Vehicles.

FORM AVAILABILITY: The Verbal Notice by Peace Officer, DMV or Court Employee, Form DL 310, can be requisitioned through Supply Division.

AMENDMENTS: This Order amends Section 2/1036.10 and adds Section 4/322.12 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

DISTRIBUTION "A"

II. PERSONNEL COMPLAINT, FORM 1.81—REVISED DISTRIBUTION. This Order revises the distribution of the Personnel Complaint, Form 1.81.

Effective immediately, distribution of the Personnel Complaint, Form 1.81, is revised as follows:

Preliminary Distribution—Personnel Complaint Face Sheet.

- 1 — Original to Internal Affairs Division (for case number assignment and classification of complaint).

Distribution—By Internal Affairs Division (After assignment of case number and classification of complaint).

- 1 — Original to concerned commanding officer. (To be forwarded for review to the concerned bureau and Internal Affairs Division with the completed Investigation, Summary and Recommendation of Corrective Action.)
- 1 — Concerned bureau commanding officer. (To be returned to Internal Affairs Division with the original 1.81.)
- 1 — Internal Affairs Division (file copy).

File Copy of Completed Personnel Complaint. After required reviews, the original 1.81 is forwarded to:

- * Personnel Division if complaint is sustained.
- * Internal Affairs Division if complaint is not sustained, exonerated, or unfounded.

AMENDMENTS: This Order amends Sections 3/815.10, 3/815.20, and 5/1.81—80 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Affairs Division, and bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

III. REQUEST FOR EQUIPMENT AND PERSONNEL FOR A SPECIAL EVENT FORM—ACTIVATED. This Order activates Request for Equipment and Personnel for a Special Event, Form 15.12.

- A. **Use of Form.** The Request for Equipment and Personnel for a Special Event is used by bureaus to request equipment and personnel from outside the requesting bureau for purposes of policing a special event.

B. Distribution.

- 1 — Original, Commanding Officer, Uniformed Services Group, Operations-Headquarters Bureau
- 1 — Commanding officer, requesting bureau

FORM AVAILABILITY: The Request for Equipment and Personnel for a Special Event, Form 15.12.0, is now available at Supply Division under Material Code No. 8513774, Unit of Issue P25.

AMENDMENT: This Order adds Section 5/15.12.0 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Uniformed Services Group, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

IV. QUARTERLY EQUIPMENT REPORT, FORM 15.61.0—RETITLED AND REVISED. This Order retitles and revises the Quarterly Equipment Report, Form 15.61.0, and revises submission dates and distribution.

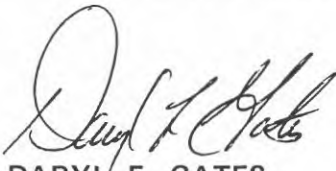
- A. **Quarterly Equipment Report, Form 15.61.0—Retitled.** The Quarterly Equipment Report, Form 15.61.0, is retitled Semi-Annual Equipment Report.
- B. **Use Of Form.** This form is used by the concerned commanding officer to report the quantity and type of assigned armament, radiological monitoring equipment, hand-held radios, and miscellaneous emergency equipment on hand on January 1 and July 1.
- C. **Distribution—Revised.**
- 1 — Original, commanding officer, concerned bureau.
 - *1 — Ordnance Unit, Training Division.
 - 1 — Services Section, Supply Division.
 - 1 — Record unit, concerned Area/division.
 - 1 — Administrative Information Unit, Detective Headquarters Division.
 - 1 — Emergency Control Center Coordinator, Planning and Research Division.
-
- 6 TOTAL

* When no armament is reported on this form, this copy shall be omitted.

FORM AVAILABILITY: The Semi-Annual Equipment Report, Form 15.61.0, is available at Supply Division, Material Code No. 0286850, unit of issue P25.

AMENDMENTS: This Order amends Section 3/572.40 and 5/15.61 of the Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 24

SEPTEMBER 7, 1984

SUBJECT: NOTIFICATION OF SIGNIFICANT INFORMATION IMPACTING CITY GOVERNMENT

EFFECTIVE: IMMEDIATELY

PURPOSE: The Los Angeles Police Department has a responsibility for ensuring that proper notifications are made when receiving significant information which may impact on the operations of City government or when the news value of such information may have a similar impact. This Order establishes procedures for ensuring that notifications are made.

PROCEDURE:

- I. EMPLOYEE—RESPONSIBILITIES.** When an employee receives information which may have a significant impact on the operations of City government or when the news value of such information may have a similar impact, the employee shall:

- * Immediately notify the Commanding Officer, Operations-Headquarters Bureau; or,
- * When that office is closed, immediately notify the Watch Commander, Detective Headquarters Division, who shall in turn notify the Commanding Officer, Operations-Headquarters Bureau.

Note: Employees are also responsible for making notifications of significant information to their immediate supervisor. The notifications added by this Order are in addition to those currently required.

- II. COMMANDING OFFICER, OPERATIONS-HEADQUARTERS BUREAU—RESPONSIBILITIES.** Upon receipt of information which may have significant impact on City government, the Commanding Officer, Operations-Headquarters Bureau, in addition to other notifications deemed appropriate, shall immediately cause the following notifications to be made:

- * Chief of Staff, Office of the Chief of Police (OCOP);
- * Press Relations Officer, Office of the Chief of Police.

- III. CHIEF OF STAFF—RESPONSIBILITIES.** Upon receiving notification from the Commanding Officer, Operations-Headquarters Bureau, the Chief of Staff, OCOP, shall immediately cause the following notifications to be made:

- * Chief of Police;
- * President, Board of Police Commissioners;
- * Office of the Mayor, City of Los Angeles;
- * President, Los Angeles City Council;
- * Chairperson, Police, Fire and Public Safety Committee, Los Angeles City Council.

- IV. PRESS RELATIONS OFFICER—RESPONSIBILITIES.** The Press Relations Officer, OCOP, shall have primary responsibility for coordinating the activities of the Chief of Police as they relate to dispersal of information to representatives of the media.


Note: The Press Relations Officer shall immediately cause the notifications to be made when the Chief of Staff is unavailable.

DISTRIBUTION "A"

SEPTEMBER 7, 1984

AMENDMENTS: This Order adds Sections 2/208.10 and 4/214.45, and amends Sections 2/209.24 and 2/907.20 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 25

SEPTEMBER 14, 1984

SUBJECT: PROBABLE CAUSE ARREST WARRANTS—REVISED

PURPOSE: This Order revises Department procedures pertaining to Probable Cause Arrest Warrants and permanently activates previously temporary forms necessary to obtain Probable Cause Arrest Warrants for adults and juveniles.

PROCEDURE:

I. PROBABLE CAUSE ARREST WARRANT AND AFFIDAVIT (ADULT), FORM 08.96.0—ACTIVATED. This form (formerly Temporary Forms 76A, 76C, and 77) is an arrest warrant and an affidavit in support of probable cause to arrest an adult felony suspect.

II. PROBABLE CAUSE ARREST WARRANT AND AFFIDAVIT (JUVENILE), FORM 08.97.0—ACTIVATED. This form (formerly Temporary Forms 127 and 128) is an arrest warrant and an affidavit in support of probable cause to arrest a juvenile subject for either a misdemeanor or felony.

III. OBTAINING THE WARRANT. If circumstances necessitate obtaining a Probable Cause Arrest Warrant, the concerned investigating officer or an officer designated by a supervisor shall:

- * Complete the applicable warrant and affidavit form.
- * Attach a copy of each related report; e.g., crime report, property report, narcotics buy note. Specify the total number of *pages* attached in the space provided on the affidavit.

Note: Additional probable cause, expertise, and/or confidential information not documented in crime and follow-up reports may be stated on a Continuation Sheet, Form 15.9, or a Search Warrant Affidavit Continuation Sheet, District Attorney Form DA 394A.

- * During other than normal working hours, obtain the name and telephone number of the on-call magistrate from the on-call deputy district attorney.

Note: Although the deputy is available for advice, it is not necessary to obtain the deputy's approval.

- * Sign the affidavit in the presence of the magistrate who issues the warrant.

Arresting officers need *not* have a warrant in their possession at the time of arrest (842 PC).

IV. DISTRIBUTION.

- * *If an arrest is made* pursuant to a Probable Cause Arrest Warrant by an officer, the original warrant and affidavit shall be forwarded to the concerned investigating officer with copies of the arrest report. The concerned investigating officer shall retain the original warrant and affidavit form in the Detective's Case Envelope, Form 15.15, or Murder Book.
- * *If no arrest is made* pursuant to the warrant, the original warrant and affidavit shall be forwarded to the concerned investigating officer with copies of the crime report.

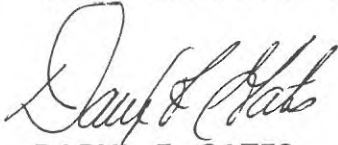
The concerned investigating officer shall retain the original warrant and affidavit forms in the work folder or Murder Book for reference.

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FORMS AVAILABILITY: The Probable Cause Arrest Warrant forms, Forms 8.96 and 8.97, are available at Supply Division; Material Code Nos. 8513152 (08.96.0) and 8513745 (08.97.0), Unit of Issue P50. District Attorney Form DA 394A is available through the District Attorney's Office.

AMENDMENTS: This Order amends Section 4/725.12 and adds Sections 5/8.96 and 5/8.97 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of each operations bureau and Bureau of Special Investigation shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 26

SEPTEMBER 21, 1984

SUBJECT: WITNESS PROTECTION PROGRAM

PURPOSE: The Witness Protection Program, under the direction of the Los Angeles County District Attorney's Office, is designed to increase successful criminal prosecutions through the protection of witnesses and their families. The program makes funds available to local law enforcement agencies through the District Attorney's Office for the purpose of relocating witnesses.

This Order revises and permanently establishes Department procedures for the Witness Protection Program implemented by Memorandum No. 13, 1981.

PROCEDURE:

- I. **CRITERIA FOR OBTAINING FUNDS.** The following criteria must be met in order to obtain funds from the Witness Protection Program:
 - * A witness or family member has been threatened, or an actual threat to the safety of a witness or family member exists; *and*
 - * Criminal charges have been filed by the District Attorney's Office against a defendant; *and*
 - * The witness will be called or has been called to testify against the defendant.
- II. **DEPARTMENT WITNESS PROTECTION PROGRAM COORDINATOR—ESTABLISHED.** The Commanding Officer, Detective Services Group, Operations-Headquarters Bureau, is designated as the Department Witness Protection Program Coordinator. Employees having any questions regarding this Program should direct their inquiries to the Program Coordinator.
- III. **PROCEDURES FOR OBTAINING FUNDS.**
 - A. **Investigating Officer—Responsibilities.** When a witness relocation case develops and the criteria for obtaining funds are met, the investigating officer shall:
 - * Complete a District Attorney's (DA) Witness Protection Program Assistance Request; *and*,
 - * Submit the request to the investigating officer's OIC/supervisor.
 - B. **Unit OIC/Supervisor—Responsibilities.** The unit OIC/supervisor, upon receipt of a DA's Witness Protection Program Assistance Request, shall:
 - * Review the request for completeness and accuracy;
 - * Determine if the criteria for obtaining funds are met; *and*,
 - * Forward it to the concerned commanding officer for approval.
 - C. **Commanding Officer—Responsibilities.** The concerned commanding officer, upon request of a DA's Witness Protection Program Assistance Request, shall:
 - * Review the request and determine if the criteria for obtaining funds are met;
 - * If approval is granted, make an approval notation on the request and forward it to the DA's Office for approval; *and*,
 - * After obtaining approval from the DA, contact the concerned bureau to determine if there are sufficient bureau Secret Service Funds to fulfill the request. If so, the commanding officer shall forward the request to the bureau for disbursement of funds.
 - * If the concerned bureau does not have sufficient funds, cause the request to be forwarded to the Executive Officer, Office of the Chief of Police. The commanding officer shall also cause a copy of the request to be forwarded to the concerned bureau with the words "NOTIFICATION ONLY" printed in red across the top.

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D. **Bureau Commanding Officer—Responsibilities.** The concerned bureau commanding officer, upon receipt of a DA's Witness Protection Program Assistance Request, shall:

- * Review the request and determine if the District Attorney's Office approved the request; and,
- * Disburse the funds if the balance of the bureau Secret Service Fund will cover the request.

E. **Executive Officer, Office of the Chief of Police (OCOP)—Responsibilities.** The Executive Officer, OCOP, upon receipt of a DA's Witness Protection Program Assistance Request, shall review the request and disburse the funds if the request has been approved by the DA.

IV. **PROCEDURES UPON RECEIPT AND EXPENDITURE OF FUNDS.** The concerned commanding officer, upon receipt and expenditure of Secret Service Funds, shall:

- * Retain a copy of the completed DA Witness Protection Program Assistance Request form, an itemized list of expenditures, and all related receipts for the file;
- * Forward the originals of the above listed documents to the District Attorney's Accountant, Room 540-37, Hall of Records, 320 West Temple Street, Los Angeles, California 90012.

Note: Only expenditures substantiated by receipts will be reimbursed.

- * Cause the Secret Service Fund transaction to be recorded in the appropriate Secret Service Ledger.

Note: The transaction shall not be recorded in the concerned bureau Secret Service Ledger if the funds are received from the OCOP.

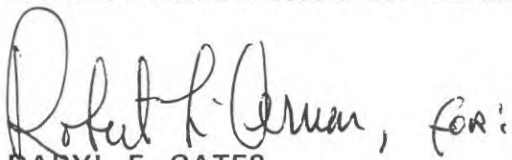
- * Upon receiving the reimbursement from the District Attorney's Office, immediately return the funds to the appropriate Secret Service Fund. If funds were obtained from the Office of the Chief of Police, a telephonic notification of the reimbursement shall be made to the concerned bureau.

Note: This Order does not affect an employee's responsibility to comply with other provisions of Section 3/355 of the Department Manual.

FORM AVAILABILITY: A Witness Protection Program Assistance Request form is attached for copying.

AMENDMENT: This Order amends Section 2/907.45 and adds Section 3/355.30 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

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CONFIDENTIAL
Witness Protection Program
Assistance Request

1. Date:
2. Requesting Agency (designation, address, phone number):
3. Requesting Individual (name, title, phone number):
4. Description of Witness(es) (use additional sheets if necessary):

NAME:	DOB:	POB:
ALIASES:	FBI:	CII:
		CDL:
5. Period this Protection Activity Will Cover:
6. Total Amount of Reimbursement Requested:
7. Degree of threat to Witness (include name(s) of persons threatening witness and how threat was delivered):

8. **How Threat Was Substantiated by Requesting Agency:**
9. **Synopsis of Information and/or Evidence to be Supplied by the Witness (i.e., eyewitness to murder, co-conspirator, etc.):**
10. **Reliability of Witness (Has the reliability of the witness been previously established in court; can the witness provide credible, competent testimony, etc.):**
11. **Description of Other Family and/or Household Members to be Given Witness Protection Assistance (include name, DOB, CDL, address and relationship to witness):**
12. **Description of any Other Individuals who have Previously Received Witness Protection Assistance Relative to this Same Case (include name, DOB, CDL and address):**
13. **Impact of Case. Name(s) and Importance of Defendant(s) (i.e., triple execution slaying of Nuestra Familia members by two lieutenants in the Nuestra Familia (name defendants)):**

14. Importance of this Witness's Testimony and Type of Evidence Witness will Provide (i.e., only witness to triple homicide; co-conspirator in heroin arrest totaling \$500,000, etc.):

15. Willingness of Witness to Testify Without Being Provided Protection:

16. Has a complaint been filed? (If so, file or case number and court must be included)

17. Specific crimes for which the defendant(s) is/are being tried.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 27

SEPTEMBER 28, 1984

SUBJECT: NOTICE OF PROPOSED DISCIPLINARY ACTION—REVISED

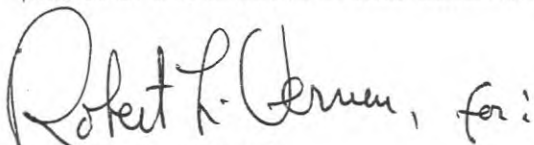
PURPOSE: As a result of a recent interpretation of *Skelly vs. State Personnel Board* by the City Attorney's Office, commanding officers are now required to provide employees with the resume of the commanding officer's interview with the employee. This Order revises current notice of proposed disciplinary action procedures.

PROCEDURE:

Prior to proposed disciplinary actions involving cases of serious misconduct, a commanding officer shall provide the employee with a copy of the Letter of Transmittal, including the resume of the commanding officer's interview with the employee.

AMENDMENT: This Order amends Section 3/820.12 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Affairs Division, shall monitor compliance of this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in dark ink, appearing to read "Robert L. Gates, for:", is written over the typed name and title of the Chief of Police.

DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 28

OCTOBER 5, 1984

SUBJECT: MISCELLANEOUS MANUAL AMENDMENT

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

I. SUPERVISORY APPROVAL OF POSTBOOKING RELEASES. This Order revises the postbooking release procedures to require a sworn supervisor's approval for postbooking releases of misdemeanor arrestees.

A. **Employee Releasing Arrestee.** An employee releasing a misdemeanor arrestee on a postbooking release shall obtain a sworn supervisor's approval and signature on the Jail Custody Record of the Los Angeles Consolidated Booking Form, Form 5.1, prior to releasing the arrestee.

B. **Approval of Postbooking Own Recognizance (O.R.) Releases.** A sworn supervisor shall indicate approval by signing the reverse of the Jail Custody Record after complying with the provisions of Manual Section 4/681.10.

Note: The Jail Custody Record page will be revised at the next routine printing to provide a signature box for the supervisor approving a postbooking release. In the interim, supervisors approving postbooking releases shall sign the back of the Jail Custody Record (page 5 of the Los Angeles Consolidated Booking Form, Form 5.1) on the line above "date and time released."

AMENDMENTS: This Order amends Sections 4/681.05 and 4/681.15 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officers of Operations-West, South, and Valley Bureaus, and Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. NOTIFICATION OF PRETRIAL DESTRUCTION OF CONTROLLED SUBSTANCES—REVISED. This Order amends Special Order No. 21, 1983, Pretrial Destruction of Large Quantities of Controlled Substances.

The requirement to secure approval of the District Attorney's Office, the United States Attorney's Office, or to notify these Offices of the pretrial destruction of controlled substances is rescinded.

Narcotics Division shall comply with Section 11479 of the Health and Safety Code when preparing controlled substances for destruction.

Note: These procedures apply to state prosecution cases only. Personnel shall be guided by the United States Attorney's Office in cases involving federal prosecution.

AMENDMENT: This Order amends Section 4/565.43 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Bureau of Special Investigation, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

DISTRIBUTION "A"

OCTOBER 5, 1984

III. ACTIVATION OF THE DRIVING-UNDER-THE-INFLUENCE FIELD BOOK DIVIDER.

This Order activates the Driving-Under-The-Influence (DUI) Field Book Divider, Form 18.32.1, and revises the Arrest Report Field Book Divider (FBD), Form 18.32, to accommodate additional information.

- A. **DUI Arrest Report FBD—Activated.** The DUI Arrest Report FBD, Form 18.32.1, is activated. This divider contains information relative to driving-under-the-influence arrest procedures. The Arrest Report FBD, Form 18.32, has been revised to accommodate additional information on other than DUI arrest procedures.

FORM AVAILABILITY: The revised dividers are now available at Supply Division. Ordering Information: Form 18.32 is now in the Supply Catalog; Form 18.32.1 is Material Code 8513890, Unit of Issue - Each.

AMENDMENT: This Order adds Section 5/18.32.1 to the Department Manual.

IV. SPEEDOMETER CALIBRATIONS— REVISED. This Order revises the procedures for calibrating the speedometers of Department vehicles.

Speedometers of Department vehicles used to enforce the provisions of the Vehicle Code shall be calibrated semi-annually, and the information entered on three copies of the Speedometer Calibration Record, Form 11.30.

The location and method of the calibration of speedometers shall be determined by the Commanding Officer, Motor Transport Division.

AMENDMENTS: This Order amends Sections 2/440.03, 2/440.23, 2/440.33, and 4/387.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Motor Transport Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 29

OCTOBER 12, 1984

SUBJECT: EMERGENCY CONTROL CENTER DIVISION CHAIN OF
COMMAND AND RESPONSIBILITIES

PURPOSE: This Order clarifies and establishes the chain-of-command for the Emergency Control Center Division (ECCD) during a City Emergency Operations Organization (EOO) activation. An EOO activation occurs upon receipt of an official warning of an impending or threatened emergency or upon the declaration of a local emergency which will require significant resources beyond those normally available from one City department.

PROCEDURE:

I. EMERGENCY CONTROL CENTER DIVISION, COMMANDING OFFICER—RESPONSIBILITIES. The Commanding Officer, Emergency Control Center Division (ECCD), upon receiving notification of the activation of the EOO, shall be under the line supervision of the Emergency Operations Board (EOB), as delineated in the City Emergency Operations Master Plan and Procedures, and shall:

- * Staff those positions necessary in the ECCD to meet the demands of the emergency; and,
- * Forward the appropriate EOO policy directives received from the Department's representative on the EOB's Emergency Management Committee to the Department Commander; and,
- * Coordinate the functions of the various EOO division representatives located in the Coordination Room of the Emergency Operations Center (EOC).

ECCD when activated under the EOO, remains under the functional supervision of the Chief of Police or the designated Department Commander.

Deactivation of ECCD for purposes of the EOO, shall be at the direction of the EOO. Deactivation for Department purposes remains with the Department Commander.

Note: Tactical Manual Section A/000 delineates the Department's duties and responsibilities as they pertain to the EOO during a City activation. Tactical Manual Section A/104 is applicable during a Department activation of the ECCD not involving activation of the EOO.

AMENDMENT: This Order adds Section 3/108.70 and amends Section 3/108.60 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

 *for:*

DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 30

OCTOBER 19, 1984

SUBJECT: REORGANIZATION OF ADMINISTRATIVE VICE DIVISION

PURPOSE: This Order assigns additional responsibilities to Administrative Vice Division and revises the organizational structure of the Division.

PROCEDURE:

I. ADMINISTRATIVE VICE DIVISION—GENERAL FUNCTIONS. Administrative Vice Division is assigned the following additional responsibilities:

- * Providing abatement assistance to Area vice units and Narcotics Division personnel.
- * Maintaining liaison between the Department and City Attorney's Office concerning City-wide vice/narcotic abatement.
- * Maintaining files on City-wide vice/narcotic abatements.

II. ADMINISTRATIVE SECTION—FUNCTIONS. The Administrative Section is assigned the following additional responsibilities:

- * Conducting electronic investigations for Administrative Vice Division. Assisting, if possible, Area vice units with electronic investigations when Scientific Investigation Division is not available.
- * Monitoring and evaluating Area vice unit electronic investigations to ensure that standard procedures and policies are adhered to.
- * Maintaining liaison with geographic Area commanding officers and vice officers-in-charge.
- * Identifying problem establishments suitable for abatement procedures.
- * Providing assistance and functional supervision to vice/narcotic personnel in abatement proceedings.
- * Monitoring the status of all ongoing abatement proceedings.
- * Maintaining files on all establishments subject to abatement proceedings.
- * Maintaining liaison with the City Attorney's Office regarding abatement proceedings.
- * Maintaining statistical information on abatement proceedings.

III. ADMINISTRATIVE SECTION—SPECIAL DUTIES. The Administrative Section is responsible for maintaining a special file of the following:

- * Pimping arrestees, consisting of names, descriptions, and other data pertinent to the identification of arrested pimps.

IV. GAMING SECTION—FUNCTION. The Gaming Section is assigned the following additional duties:

- * Maintaining liaison with the Department of Animal Regulation regarding dog and cock fighting.
- * Maintaining liaison with Bingo Division, Social Services Department, for the purposes of investigations and licenses.

V. PROSTITUTION SECTION—ACTIVATED. The Prostitution Section, Administrative Vice Division, is activated. The Prostitution Section is responsible for:

- * Investigating violations of pimping, pandering, prostitution, and prostitution related activities.

DISTRIBUTION "A"

- * Investigating violations of Alcoholic Beverage Control laws when the violations are of an organized nature.
- * Monitoring on a City-wide basis, live stage acts when the performance is generally of a sexually related nature.
- * Maintaining liaison with the Department of Alcoholic Beverage Control and coordinating Department activities when they involve joint enforcement efforts with members of the Alcoholic Beverage Control.

VI. PORNOGRAPHY SECTION—ACTIVATED. The Pornography Section, Administrative Vice Division, is activated. The Pornography Section is responsible for:

- * Investigating violations of pornography and obscenity.
- * Providing qualified experts to testify as to state-wide contemporary community standards as they relate to prurient interests and limits of candor of the average adult person in California.

VII. SPECIAL ENFORCEMENT SECTION—DEACTIVATED. The Special Enforcement Section, Administrative Vice Division, is deactivated.

AMENDMENTS: This Order amends Sections 2/830.01, 2/830.08, 2/830.21, 2/830.23, 2/830.31, 2/830.40, 2/830.41; deletes Section 2/830.43; and adds Sections 3/830.50 and 3/830.51 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Administrative Vice Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 31

OCTOBER 26, 1984

SUBJECT: TELEPHONIC REPORTING—REVISED

INFORMATION: Computer technology is a tool that field personnel and Department managers can use to provide better service to the community we serve. Under the Police Arrest and Crime Management Information System (PACMIS), another step toward automation of many Department reporting procedures is being taken. Later, other refinements of the Department's automated reporting system will provide even greater assistance to field personnel and Department managers.

PURPOSE: This Order implements the use of the automated plain paper telephonic reporting of crimes reported to the Information and Report Office (IRO), Communications Division.

PROCEDURE:

I. AUTOMATED PLAIN PAPER TELEPHONIC REPORTS—IMPLEMENTED.

Telephonic report information may, in some instances, be entered directly into the automated system (PACMIS) via a CRT device. The computer printout of the information printed on plain paper will constitute the crime report. The automated plain paper telephonic report shall be processed and approved by a supervisor in the same manner as the Preliminary Investigation Report, Form 3.1, and the Vehicle Investigation, Form 3.7.

Note: Completion of automated plain paper telephonic reports is limited to designated employees of the IRO.

A. **Use of Automated Telephonic Reporting.** Automated telephonic reporting may be used by designated employees of the IRO only, and only when:

- * A suspect/suspect vehicle has not been seen;
- * Prints or other evidence are not present;
- * There is no distinct M.O.;
- * The property loss is less than \$3,000;
- * There is no serious injury to the victim; and,
- * There is only one victim involved.

Note: The criteria for telephonic reporting is not affected by this Order (4/274.20). Crimes that are reportable telephonically but do not conform to automated telephonic criteria shall be reported on pre-printed report forms.

B. **DR Number Requirements.** DR number requirements remain unchanged. The DR number on the automated telephonic plain paper report is printed at the left and right margins for index card purposes.

C. **Distribution.** Distribution of automated telephonic plain paper reports shall be the same as for handwritten reports.

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OCTOBER 26, 1984

AMENDMENTS: This Order amends Sections 4/274.20, 5/3.1, and 5/3.7 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in dark ink, appearing to read "Daryl F. Gates", is written over the printed name.

DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 32

NOVEMBER 26, 1984

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. **DISTRIBUTION OF AIRCRAFT-RELATED THEFT REPORTS.** Generally, two out of three aircraft thefts are also related to narcotic smuggling. This Order ensures that Narcotics Division receives a copy of aircraft theft reports.

A. **Aircraft-Related Theft Reports-Extra Copy Distribution.** When aircraft or aircraft equipment is reported stolen or recovered, or when a theft or burglary from aircraft is reported, the approving supervisor shall ensure that the left margin of the report is marked "NIN, Narcotics Division."

Note: The Distribution Guide will be revised at the next printing to reflect this distribution.

AMENDMENTS: This Order amends Section 5/030.66 and 5/3.7-83 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Narcotics Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **USE OF THE TASER ELECTRONIC CONTROL DEVICE FLASHLIGHT.** This Order clarifies the use of the TASER's built-in flashlight.

Effective immediately, the TASER's built-in flashlight shall be used *only* when it is anticipated that the TASER will be used in use-of-force situations or in emergencies in which officer safety is a factor as outlined in Manual Section 1/573.

AMENDMENT: This Order amends Section 4/246.10 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. **COURT PROCESSING OF CERTAIN FEMALE ARRESTEES.** The Van Nuys Municipal Court will no longer arraign in-custody misdemeanor female arrestees who are arrested without an arrest warrant in Pacific and West Los Angeles Areas. These arrestees will now be arraigned at the West Los Angeles Municipal Court. This Order revises procedures for processing these in-custody female arrestees.

A. **Arresting Officer-Responsibilities.** Arresting officers shall complete and obtain approval of all necessary reports in the Area of arrest for all female misdemeanor arrestees, who are arrested without an arrest warrant in Pacific or West Los Angeles Areas.

Note: These arrestees shall continue to be booked at Valley Jail Section, Jail Division.

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B. **Pacific and West Los Angeles Area Record Units—Responsibilities.** Pacific and West Los Angeles Area Record Units personnel shall distribute three copies of arrest and related reports for the arrestees enumerated above as follows:

- * Nonnarcotic arrests — forward without delay to the Court Liaison Detail, Operations-West Bureau;
- * Narcotic arrests — forward without delay to the Narcotics Complaint Officer, Pacific or West Los Angeles Area.

C. **Valley Jail Section, Jail Division—Responsibilities.** The Valley Jail Section Watch Commander shall ensure that female misdemeanor arrestees from Pacific and West Los Angeles Areas are transferred to the West Los Angeles Municipal Court by the Sheriff's Transportation Detail.

Note: Females arrested for 11550 Health and Safety Code are not to be sent for arraignment without approval from Narcotics Division's Complaint Detail.

D. **Court Liaison Detail—Responsibilities.** The responsibility for obtaining misdemeanor complaints on nonnarcotic female arrestees, arrested in Pacific or West Los Angeles Areas, is transferred from Valley Court Liaison Section, Operations-Valley Bureau, to Court Liaison Detail, Operations-West Bureau.

AMENDMENTS: This Order amends Sections 2/661.01, 2/1112.02, 4/720.75, and 5/5.2-10 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each concerned operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

IV. **USE OF RAID JACKETS.** Instances of mistaken identity of plainclothes officers in the field have underscored the need for a readily visible means of identification in order to minimize officer safety hazards. This Order establishes guidelines for the use of Department-issued raid jackets.

The Department-issued raid jacket shall be worn by plainclothes officers while serving search and arrest warrants and in those situations where the identification of the officer would be desirable. When a discreet approach is warranted, the wearing of the raid jacket may be waived by the commanding officer or section officer-in-charge of the operation. Use of the jacket is limited to on-duty plainclothes officers.

Note: Commanding officers or officers-in-charge who have raid jackets issued to their Area/division or section shall maintain inventory control in accordance with Department Manual Section 3/516.20.

AMENDMENT: This Order adds Section 3/627.30 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and Bureau of Special Investigation shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

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NOVEMBER 26, 1984

V. **INVESTIGATIVE RESPONSIBILITIES OF BURGLARY-AUTO THEFT DIVISION—EXPANDED.** A recent amendment to the Los Angeles Municipal Code permits swap meets within the City and requires police inspections of each site. Swap meet organizers must obtain a Police Commission permit and reimburse the City for some of the costs of police service. This Order expands the functions of the Police Commission and Burglary-Auto Theft Division relating to swap meets.

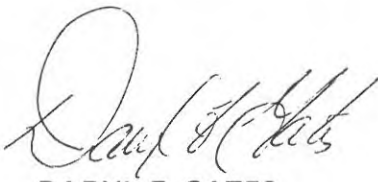
A. **Police Commission Functions—Expanded.** The duties of the Police Commission are expanded to include the authority to grant, deny, suspend, or revoke permits for swap meets as well as to adopt and enforce rules regulating swap meets.

B. **Burglary-Auto Theft Division (BAD) Responsibilities—Expanded.** The duties of BAD are expanded as follows:

- * The Pawnshop Section, BAD, is responsible for investigating the following businesses and dealers on a City-wide basis to ensure compliance with the Police Commission's permit rules and regulations:
 - * Junk collectors.
 - * Secondhand books.
 - * Swap meets.
- * The Commercial Auto Theft Section, BAD, is responsible for permit investigations relating to secondhand auto parts.

AMENDMENTS: This Order amends Sections 2/101, 2/1042.23, 2/1046.31, and 2/1046.41 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 33

DECEMBER 21, 1984

SUBJECT: MANDATORY REFERRAL OF EMPLOYEES INVOLVED IN SERIOUS INJURY OR FATALITY INCIDENTS

PURPOSE: When an employee is a participant in an incident which results in a serious injury or fatality, the risks of adverse psychological stress reaction and delayed stress syndrome are greatly increased. Stress related trauma can be minimized by providing psychological support and treatment immediately after the precipitating event. This Order provides for a routine medical examination and referral of employees, who are involved in incidents of this nature, to the Behavioral Science Services Section for support and assistance.

PROCEDURE:

I. COMMANDING OFFICER — RESPONSIBILITY. Commanding officers shall schedule and direct employees who are participants in an incident which results in a serious injury or fatality to:

- * Report to Behavioral Science Services Section within 36 hours of the incident; and,
- * Report for a medical examination as soon as possible. A medical examination can be scheduled by contacting Medical Liaison Section, Personnel Division.

Note: Mandatory referrals shall be conducted on an on-duty basis.

II. BEHAVIORAL SCIENCE SERVICES SECTION — RESPONSIBILITY. When an employee is a participant in an incident which results in a serious injury or fatality, Behavioral Science Services Section shall within 36 hours of the incident:

- * Assess the employee's stress reaction to the incident; and,
- * Provide professional support and assistance as necessary.

AMENDMENT: This Order amends Section 2/510.03 and adds Section 4/245.15 to the Department Manual.

AUDIT RESPONSIBILITY: The Director, Behavioral Science Services Section, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 34

DECEMBER 28, 1984

SUBJECT: RELEASE FROM CUSTODY PROCEDURES—REVISED

PURPOSE: Assembly Bill (AB) 2858, effective January 1, 1985, has mandated the conditions and procedures for the release from custody of misdemeanor arrestees. This Order implements the provisions of AB 2858. LAPD Temporary Form No. 225, Request to Appear for Processing, is deactivated.

EFFECTIVE: January 1, 1985

PROCEDURE:

I. CONDITIONS FOR RELEASE FROM CUSTODY (RFC). Each adult *misdemeanor* arrestee shall be released from custody (RFC) unless one or more of the following conditions exist:

- * Arrestee is intoxicated to the point where the arrestee could be a danger to self or others.
- * Arrestee requires a medical examination or medical care, or is otherwise unable to care for own safety.
- * Arrestee is in custody for a violation of one or more of the circumstances listed in Sections 40302 or 40303 of the Vehicle Code.
- * Arrestee has one or more outstanding arrest warrants.
- * Arrestee is unable to provide satisfactory identification.
- * Immediate release of the arrestee would jeopardize the prosecution of the offense for which arrested or the prosecution for any other offense.
- * There is a reasonable likelihood that the offense would continue or resume, or that the safety of persons or property would be imminently endangered by the release of the arrestee.
- * Arrestee demands to be taken before a magistrate or refuses to sign the Notice to Appear.
- * There is reason to believe that the arrestee would not appear at the time/place specified in the notice.

When an adult misdemeanor arrestee is not released from custody pursuant to one of the above listed conditions, officers shall articulate the specific circumstances which justify the continued custody in the narrative of the Arrest Report, Form 5.2.

Note: Traffic-related misdemeanors, except those listed in Section 40302 of the California Vehicle Code, shall be cited using a Personal Service Citation and the Continuation of Notice to Appear, Form 4.50.5, in lieu of the Arrest Report.

II. PROCEDURES FOR RELEASE.

- A. Infractions.** An adult arrested for any infraction shall only be required to furnish satisfactory evidence of identity and sign a written promise to appear. The arrestee is not subject to other RFC procedures. The arresting officer shall subsequently complete a Release From Custody Report Continuation, Form 5.2.8, in accordance with existing procedures.

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- B. **Misdemeanor.** Prior to releasing a misdemeanor arrestee, unless otherwise restricted by law (Sections 11357 (b) and 11360 (b) of the Health and Safety Code), an arresting officer shall:

- * Query AWWWS for outstanding warrants;
- * Obtain a State and a County Arrest History Record (Rap Sheet) via the Area/division Network Communications System (NECS) to determine whether the arrestee has a previous offense which renders the arrestee ineligible for RFC;
- * Attach a copy of each of the arrest records to the original report;

Note: When an arrestee's "Rap Sheets" cannot be obtained within a reasonable period of time (not to exceed 15 minutes after initial inquiry), the names used for the inquiry and an explanation of why the records could not be obtained shall be included in the narrative portion of the Arrest Report or RFC.

- * Obtain the watch commander's approval to release the arrestee;
- * Obtain a booking number and Arrest Report via the Decentralized Automated Booking Information System (DABIS), and utilize the NECS terminal "Release" function to reflect the arrestee's status (Released) in the County Jail automated system;

Exception: Until the Areas within Operations-Central Bureau, are equipped with DABIS printers, officers shall:

- * Type arrestee's booking information on a Los Angeles Consolidated Booking Form, Form 5.1;
- * Telephonically obtain a manual booking number from Records and Identification Division.
- * If the NECS terminal release function is unavailable, the arresting officer shall notify the watch commander;

Note: The watch commander shall monitor the status of arrestees as shown by the NECS system, to ensure that their status is accurately reflected.

- * Photograph the arrestee;
- * Obtain two full sets of fingerprints using the Fingerprint Card, Form FD249;
- * Prepare a Notice to Appear, Form, 5.2.2, (RFC);
- * Record the arrestee's booking number directly below the RFC number on the Notice to Appear;
- * Obtain the arrestee's signature on the Notice to Appear;
- * Provide the arrestee with the violator's copy of the Notice to Appear;
- * Release the arrestee; and,
- * Complete the Arrest Report.

Exception: An adult may be released from custody after furnishing satisfactory identification and signing a written promise to appear (RFC), when arrested for a misdemeanor violation of:

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- * An offense normally investigated by Commission Investigation Division.
- * An ABC violation as specified in Section 24209 of the Business and Professions Code when committed by licensees or their agents.

The arresting officer shall subsequently complete a Release from Custody Report Continuation, Form 5.2.8, in accordance with existing procedures.

- III. RFC OFFENSE IN CONJUNCTION WITH A BOOKING OFFENSE.** An RFC report shall *not* be completed when an arrestee is in custody for two or more offenses, one of which requires continued custody. In such cases, an Arrest Report shall be completed and the elements of the RFC offense included in the narrative portion of the arrest report.

Exception: When a person arrested for an infraction is eligible for release from custody (4/216.65), and is additionally charged with a misdemeanor warrant, the arresting officer shall:

- * Complete a Notice to Appear and Arrest Report for the infraction;
- * Include the warrant number, charge, and issuing court in the narrative of the Arrest Report;
- * Write "Includes Misdemeanor Warrant for (e.g., 484 PC)" in the additional charges section of the Arrest Report; and,
- * Book the arrestee for the misdemeanor warrant only.

- IV. SUPERVISORS—RESPONSIBILITIES.** Supervisors approving RFC reports of an adult misdemeanor arrestee shall ensure that fingerprints and photographs have been taken, a booking number has been obtained, an Arrest Report has been completed, and the conditions for a release from custody have been met.

- V. AREA RECORD UNIT—RESPONSIBILITIES.** Area record units shall ensure that two completed Fingerprint Cards, Form FD249, are attached to the original Arrest Report and forwarded to Records and Identification Division.

- VI. REQUEST TO APPEAR FOR PROCESSING, LAPD TEMPORARY FORM NO. 226—DEACTIVATED.** This form and the accompanying procedures are deactivated.

AMENDMENTS: This Order amends Sections 4/216.62, 4/216.65, 5/5.2.2, Special Order No. 11, 1982, and Special Order No. 6, 1983, and deletes Section 4/213.40 of the Department Manual.

AUDIT RESPONSIBILITIES: The commanding officer of each operations bureau and Commission Investigation Division shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

for!

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